

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for relocation as part of your employment with [Company Name]. This letter outlines the details of your relocation and the support we will provide during this process.

**\*\*Relocation Details:\*\***

- **\*\*New Position:\*\*** [Employee's New Position]

- **\*\*New Location:\*\*** [City, State]

- **\*\*Effective Date of Relocation:\*\*** [Date]

**\*\*Relocation Support:\*\***

[Company Name] will offer the following assistance:

1. **\*\*Moving Expenses:\*\*** [Outline the coverage for moving costs, e.g., moving company, transportation, packing, etc.]

2. **\*\*Temporary Housing:\*\*** [Information about temporary housing arrangements if applicable]

3. **\*\*Relocation Allowance:\*\*** [Details of any relocation allowance or bonus]

4. **\*\*Other Assistance:\*\*** [Any additional support, e.g., finding schools, settling in services, etc.]

Please confirm your acceptance of this relocation offer by [specific date]. Should you have any questions or require further clarification, feel free to reach out to [Contact Person's Name] at [Contact Information].

We appreciate your contributions to [Company Name] and are confident that this relocation will be beneficial for both you and the organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Address]