

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Subject: Conditional Approval for Relocation Assistance**

Dear [Employee Name],

We are pleased to inform you that your request for relocation assistance to [New Location/Office] has been conditionally approved. This approval is granted in connection with your new role as [Job Title].

Please be advised that this approval is **contingent upon the successful sale of your current primary residence** located at [Current Address].

The following conditions apply to this approval:

- **Proof of Sale:** You must provide signed closing documentation or a settlement statement as evidence that the sale of your current residence is complete.
- **Timeline:** The sale must be finalized by [Date] to remain eligible for the full relocation package.
- **Assistance Activation:** Funds and services related to [Specific Benefits, e.g., household goods shipping, closing cost reimbursement] will be released only after the sale condition is met.

If the sale of your residence is not completed within the specified timeframe, the company reserves the right to re-evaluate the relocation package or extend the deadline at its sole discretion.

Please sign and return a copy of this letter to acknowledge your understanding of these conditions.

Sincerely,

[Name of Manager/HR Representative]  
[Title]  
[Company Name]

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**Employee Acknowledgment:**

I accept the conditions of this relocation approval as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_