

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Relocation Assistance Proposal - [Job Title]

Dear [Candidate Name],

In conjunction with our offer of employment for the position of [Job Title], [Company Name] is pleased to propose the following relocation assistance package to support your move to [New City/State].

Our proposed relocation support includes:

- **Moving Services:** Direct payment or reimbursement for the shipment of household goods and personal effects up to [Amount/Weight Limit].
- **Travel Expenses:** Coverage for one-way airfare or mileage for you and your immediate family members.
- **Temporary Housing:** Provision of corporate housing or a lodging stipend for up to [Number] days.
- **Relocation Allowance:** A one-time lump sum payment of \$[Amount] to cover incidental expenses such as utility connections and lease deposits.

This proposal is contingent upon the commencement of your employment and the signing of our Relocation Repayment Agreement, which requires the prorated return of funds should you voluntarily leave the company within [Number] months.

Please review these terms and let us know if you have any questions. We are excited about the prospect of you joining the team and want to ensure your transition is as smooth as possible.

Sincerely,

[Your Name]

[Your Title]

[Company Name]