

Date: [Insert Date]

To: [Recipient Name/Human Resources Department]

Company: [Company Name]

Address: [Company Address]

Subject: Relocation Stipulation and Compliance Agreement

Dear [Recipient Name],

This letter serves as a formal agreement regarding my relocation to [New Location City/State] in connection with my employment as [Job Title]. I acknowledge and agree to the following stipulations and compliance requirements set forth by [Company Name]:

- **Relocation Deadline:** I agree to complete my physical relocation and report to the [New Location Office] no later than [Date].
- **Stipend/Reimbursement:** I acknowledge receipt of [Amount] for relocation expenses. I understand that these funds are to be used specifically for [Moving costs/Temporary housing/Travel].
- **Repayment Clause:** I understand that if I voluntarily terminate my employment or am terminated for cause within [Number] months of my start date, I may be required to repay the relocation assistance on a pro-rated basis.
- **Expense Documentation:** I agree to submit all required receipts and expense reports within [Number] days of my relocation date to ensure compliance with company tax and accounting policies.
- **Policy Adherence:** I confirm that I have read and will abide by the official [Company Name] Relocation Policy.

By signing below, I certify that I understand these terms and intend to remain in full compliance throughout the relocation process.

Sincerely,

[Employee Signature]

Employee Name: [Printed Name]

Employee ID: [ID Number]

Date signed: [Insert Date]