

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Final Offer of Employment and Relocation Placement Confirmation

Dear [Candidate Name],

We are pleased to formally offer you the position of [Job Title] with [Company Name]. This letter serves as confirmation of your final offer and the details regarding your relocation to [New City/Office Location].

Position Details:

- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Start Date:** [Start Date]
- **Base Salary:** [Amount] per [Year/Month]

Relocation Package:

As part of your placement, the company will provide the following relocation assistance:

- **Relocation Allowance:** A lump sum of [Amount] to cover moving expenses.
- **Temporary Housing:** Provided for [Number] days at [Location/Description].
- **Travel Expenses:** Reimbursement for one-way travel to [New City] for you and your immediate family.
- **Moving Services:** [Company Name] will cover the cost of professional household goods shipment via our preferred vendor.

Relocation Terms:

Please note that the relocation benefits are subject to a [Number]-month repayment agreement should you voluntarily leave the company or be terminated for cause within that timeframe.

Next Steps:

To accept this final offer and the relocation terms, please sign and return this letter by [Deadline Date].

We look forward to welcoming you to the team in [New City].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the final offer of employment and the relocation terms as outlined above.

Signature: _____ Date: _____