

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Local Residency Requirement

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Organization Name]. As part of our local hiring policy and as specified in the job description, this position is subject to a residency requirement.

To comply with this policy, all employees in this role must maintain their primary residence within the boundaries of [Name of City/County/Jurisdiction].

Please review the following conditions regarding your residency:

- **Current Status:** Our records indicate your current residence is [inside/outside] the required boundary.
- **Grace Period:** If you do not currently reside within the required area, you are required to establish residency by [Date].
- **Documentation:** You must provide proof of residency (e.g., utility bill, lease agreement, or driver's license) to the Human Resources department no later than [Date].
- **Ongoing Compliance:** You must remain a resident of the specified area for the entire duration of your employment in this position.

Failure to establish or maintain residency as required may result in the withdrawal of this job offer or termination of employment.

Please sign below to acknowledge that you understand and agree to these residency requirements.

Sincerely,

[Sender Name]

[Title]

[Organization Name]

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**Acknowledgment:**

I, [Candidate Name], hereby acknowledge that I have read and understand the residency requirements for the position of [Job Title]. I agree to comply with these terms as a condition of my employment.

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