[Date]

[Sender’s Name]

[Sender’s Address]

Dear [Recipient’s Name],

We see great potential to grow in [transfer location] and wish to offer you a promotion to [new position] where you will oversee the [responsibilities of the position]. Congratulations!

This opportunity will allow you to expand your skills as you move from the [current position] in [current location] to a different position in [transfer location].

The company wishes to invest in helping you and your family relocate. This letter summarizes that support in several areas.

**New Job Title**: [new position]

**New Supervisor**: [new supervisor]

**Department**: [new department]

**Effective Date of Transfer**: [date of transfer]

**New Duties**: [responsibilities of the position]

**New Compensation**: [new compensation amount]

A summary of the relocation benefits that are extended to you as part of this offer can be found below. Please refer to the relocation policy guidelines for more detailed information on the relocation benefits. [Note this section could just link directly to the entire policy and not break it out; however, providing some key highlighted areas are helpful and provide a better customer experience.]

**Relocation Expenses**

[Details of the relocation expenses the company will and will not cover.]

**Household Goods Moving**

[Information on moving expenses the company will or will not pay for.]

**Home Marketing Assistance**

[Explain how home selling assistance will work for relocating employees.]

**Home Finding Assistance**

[Denote the resources the company will provide the transferring employee during their search for a new home.]

**Repayment Agreement Terms**

[Include the details of the repayment agreement that the transferring employee may be subject to.]

Please review the enclosed information and contact me or Human Resources with questions or concerns. I would appreciate your acceptance of this new opportunity by [desired date].

From,

[Sender’s name]

[title]