[Date]

[Address]

Dear [Initiated Employee’s Name],

[Employer Name] is pleased to offer this Employee Relocation Package to help facilitate your move to the new area.

Recognizing that relocation can be an anxious time for you, and possibly your family, [Employer Name] has partnered with [WHR Global Inc.](http://www.whrg.com/) (WHR), to assist you throughout the move process. Functioning as a knowledgebase support network, WHR has over twenty years of experience in helping reduce move costs while enabling transferees to settle into their new homes and jobs as quickly and comfortably as possible. I encourage your involvement in the move process and to work closely with the relocation professionals from WHR.

Before you begin the move process, you will be required to sign a repayment agreement. The repayment agreement outlines the repayment terms of this plan if your employment is terminated for any of the following reasons:

* You voluntarily terminate your employment for any reason, or
* [Employer Name] terminates you for disciplinary reasons, including but not limited to unlawful or criminal conduct (including fraud, theft or embezzlement), falsification of records, violence or physically abusive behavior, destruction of property, or violations of [Employer Name] policy, such as discrimination, harassment (including sexual harassment), and security.

A copy of the repayment agreement will be provided by your WHR Relocation Counselor. You will need to sign and return a copy to your WHR Counselor prior to the release of any entitled move benefits. Because of changing policy and administration of the relocation program, please do not base your relocation benefits on previous moves you or other employees may have had.

Upon conclusion of your move, you will receive a survey that will allow you to evaluate all aspects of your relocation. If you ever feel you are not completely satisfied with the services noted or have concerns about the assistance you are receiving throughout the move process, do not hesitate to review this with me.

Please accept my best wishes for success in your new location!

Sincerely,

[Employer Main Contact and Info]