Relocation Agreement

This **Relocation Agreement** (“***Agreement***”) is made effective as of _____ ("***Effective Date***") by and between the following parties:

Company

_____

_____ _____

_____ _____ _____ _____

_____ _____

Employee

_____ _____

_____ _____

_____ _____ _____ _____

_____ _____

1. Purpose

Company has requested that Employee relocate in connection with Employee’s employment as _____ at _____. This Agreement sets out the relocation support Company will provide and Employee’s related responsibilities.

The Parties intend this Agreement to be legally binding. It does not alter any separate employment agreement or the terms of Employee’s employment except as expressly stated here.

2. Relocation Details

Employee will relocate from _____ to _____.

Employee is expected to begin work at the new location on _____ and complete the relocation by _____, unless Company approves a different date in writing.

3. Relocation Assistance

Subject to this Agreement, Company will provide relocation assistance up to the following limits:

Household goods packing and transportation: _____

Travel to the new location: _____

Temporary accommodation: _____

Home-search trip: _____

Lease-ending costs or other approved relocation costs: _____

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Lump-sum relocation payment, if applicable:

Total maximum relocation assistance:

Company may pay approved vendors directly, reimburse Employee after receiving supporting documentation, or provide a lump-sum payment, as determined by Company.

Any expense not listed above requires Company's written approval before it is incurred. Company is not responsible for costs that exceed the approved limits or are not reasonable and directly related to Employee's relocation.

4. Eligible Expenses

Eligible expenses are limited to reasonable and necessary costs directly connected with Employee's move, including approved transportation, moving services, travel, temporary accommodation, and other items identified in the Relocation Assistance section.

Unless Company approves otherwise in writing, the following are not eligible:

- Personal purchases unrelated to the move
- Fines, penalties, deposits that are refundable, or damage costs
- Expenses for extended family members or other persons not approved by Company
- Costs incurred after
- Expenses that are reimbursed by another party

5. Expense Submission and Reimbursement

Employee must submit complete expense reports and supporting receipts to within days after the expense is incurred, unless Company agrees otherwise in writing.

Company will review submitted expenses and reimburse approved amounts through its standard payment process. Company may decline reimbursement for incomplete, inaccurate, late, unapproved, or ineligible claims.

Employee must promptly return any advance or payment that exceeds the amount Employee is entitled to receive under this Agreement.

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6. Tax Treatment

Relocation payments, reimbursements, and benefits may be taxable to Employee. Company may withhold taxes or report amounts as required by applicable law.

Employee is responsible for obtaining independent tax advice concerning the tax consequences of relocation assistance. Company does not provide tax, legal, or financial advice and does not guarantee any particular tax treatment.

7. Employee Responsibilities

Employee will cooperate in good faith with Company and any approved relocation provider. Employee will provide accurate information, use relocation assistance only for approved purposes, and promptly notify Company of any material change affecting the relocation.

Employee will comply with Company policies while arranging and completing the move. Employee must return any unused advance or Company-funded benefit that is refundable or recoverable.

8. Repayment Obligation

In consideration of the relocation assistance, Employee agrees to remain employed by Company for _____ months following _____ ("***Service Period***").

If, before the Service Period ends, Employee voluntarily resigns or Company terminates Employee's employment for cause, Employee must repay the applicable portion of relocation assistance paid or reimbursed by Company. The repayment amount will be calculated as follows:

Time worked after relocation start date	**Repayment required**
Less than _____ months	
_____ to _____ months	
_____ to _____ months	
Completion of Service Period	

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Employee will not be required to repay relocation assistance if Company terminates Employee's employment without cause, eliminates Employee's position, or materially changes Employee's primary work location without Employee's written agreement.

Any repayment must be made within _____ days after Employee receives Company's written demand. Company may deduct amounts lawfully owed from Employee's final compensation only to the extent permitted by applicable law and supported by any required written authorization.

9. Confidentiality and Company Property

Employee will protect Company's confidential information during the relocation and after employment ends, consistent with Employee's existing confidentiality obligations. Employee will return Company property in accordance with Company policy and any applicable employment agreement.

10. No Guarantee of Continued Employment

Nothing in this Agreement guarantees continued employment for any period or changes the terms of Employee's employment relationship, except where a separate written agreement expressly provides otherwise.

11. Compliance With Law and Company Policy

The Parties will perform their obligations under this Agreement in accordance with applicable law and Company policy. If any provision is unenforceable, the remaining provisions will remain in effect to the fullest extent permitted by law.

12. Entire Agreement and Amendments

This Agreement contains the entire understanding between the Parties regarding Employee's relocation assistance and replaces prior discussions or representations on that subject.

Any amendment must be in writing and signed by both Parties.

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13. Governing Law and Dispute Resolution

This Agreement is governed by the laws of _____, without regard to rules that would apply another jurisdiction's laws.

The Parties will first attempt in good faith to resolve any dispute arising from this Agreement through direct discussion. If the dispute is not resolved, either Party may pursue available legal remedies in the courts located in _____, unless applicable law requires a different forum.

14. Electronic Signatures

The Parties agree that electronic signatures and electronically delivered copies of this Agreement are valid and enforceable to the extent permitted by applicable law.

Signatures

By signing below, the Parties confirm that they have read, understood, and agreed to this Relocation Agreement.

Company

Name _____

Date _____

Signature _____

Employee

Name _____ _____

Date _____

Signature _____

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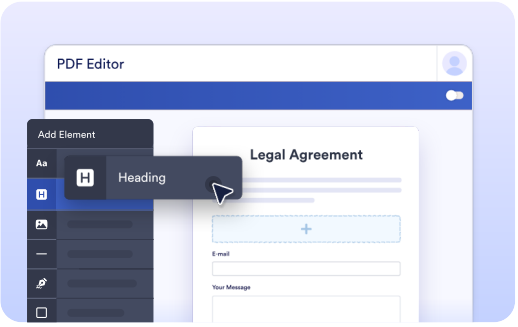
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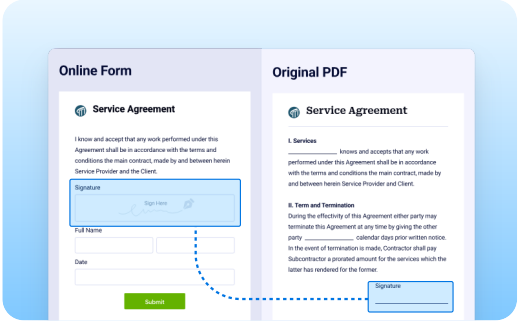
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