# Employee Relocation

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

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## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

**Re: Confirmation of relocation arrangements**

Further to recent discussions, I am pleased to confirm our offer of relocation to **[INSERT NEW LOCATION]**, effective **[INSERT DATE OF COMMENCEMENT IN NEW LOCATION]**, **[INSERT COMPANY NAME]**.

To assist with your relocation **[INSERT COMPANY NAME]** will provide **[INSERT MOVING EXPENSES AND/OR LIVING AWAY FROM HOME ALLOWANCE IF APPLICABLE]**, for a period of **[INSERT PERIOD]**.

This is a variation and is in addition to the terms and conditions of your employment, conditional upon this arrangement being accepted. To indicate your acceptance of this offer, please sign and return one copy of this letter no later than **[INSERT AN APPROPRIATE DATE, I.E. FIVE WORKING DAYS FROM THE DATE OF THIS LETTER]**.

All other employment conditions will remain the same, as determined by your Employment Agreement.

If you require any further information, please do not hesitate to contact me on **[INSERT PHONE NUMBER]**.

Yours sincerely,

**[MANAGER NAME]**

**[MANAGER TITLE]**

**Acceptance of variation and addition to terms and conditions of employment**

I, **[INSERT EMPLOYEE FULL NAME]**, hereby acknowledge and accept variation to my workplace location to **[INSERT LOCATION/ADDRESS]** as outlined above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_