# 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.

#

## 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

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

[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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_