

RELOCATION AGREEMENT

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This Relocation Agreement (this "Agreement") is entered into as of [EFFECTIVE DATE] (the "Effective Date") by and between:

[COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE] with its principal place of business at [COMPANY ADDRESS] (the "Company"); and

[EMPLOYEE NAME], an individual currently residing at [CURRENT ADDRESS] (the "Employee").

The Company and the Employee are each a "Party" and together the "Parties."

Recitals. The Company has asked the Employee to relocate from [ORIGIN CITY, STATE] to [DESTINATION CITY, STATE] (the "New Location") in connection with the Employee's role, and has agreed to provide relocation assistance (the "Relocation Benefits") on the terms below. In exchange, the Employee agrees to relocate and to repay certain Relocation Benefits if the Employee's employment ends early under Section 5. This Agreement does not change the at-will nature of any employment, except as expressly stated. In consideration of the mutual promises below, the Parties agree as follows.

1. Relocation and Start Date

1.1 Relocation. The Employee agrees to relocate the Employee's primary residence to the New Location and to be ready to work from or near the New Location by [RELOCATION DEADLINE] (the "Relocation Date").

1.2 Reporting location. Beginning on the Relocation Date, the Employee's primary work location is [NEW WORK LOCATION], subject to any remote or hybrid arrangement the Company approves in writing.

1.3 Cooperation. The Employee will use reasonable efforts to complete the relocation promptly and to coordinate with the Company and any relocation vendor the Company engages.

2. Relocation Benefits

2.1 Covered benefits. Subject to this Agreement and Company policy, the Company will provide the following Relocation Benefits, up to the stated caps:

Benefit	Description	Cap / Amount
[Moving and shipping]	[Household goods transport]	[\$ CAP]
[Travel]	[Travel for the Employee and household]	[\$ CAP]

[Temporary housing]	[Up to N days]	[\$ CAP]
[Home sale/lease break]	[Assistance with closing or lease break]	[\$ CAP]
[Lump-sum allowance]	[Miscellaneous expenses]	[\$ AMOUNT]

2.2 Lump-sum option. [OPTIONAL: If the Company pays a lump sum in lieu of itemized reimbursement, state the gross amount, that it is intended to cover all relocation costs, and any conditions.]

2.3 Documentation and reimbursement. Except for any lump-sum amount, the Employee will submit receipts and documentation for covered expenses in accordance with Company policy. The Company will reimburse approved, documented expenses within [NUMBER] days of approval.

2.4 Exclusions. Relocation Benefits do not cover [e.g. losses on the sale of a home, costs above the stated caps, expenses not pre-approved, or costs incurred after the Relocation Date] unless the Company approves them in writing.

3. Tax Treatment

3.1 Taxable benefits. Some or all Relocation Benefits may be taxable income to the Employee. The Company will report and withhold as required by applicable law.

3.2 Gross-up. [OPTIONAL: State whether the Company will "gross up" any taxable Relocation Benefits to offset the Employee's additional tax, and on which benefits the gross-up applies.]

3.3 No tax advice. The Company has not provided tax advice. The Employee is encouraged to consult a personal tax advisor about the tax treatment of the Relocation Benefits.

4. Employee Obligations

4.1 Use of benefits. The Employee will use the Relocation Benefits only for their intended relocation purpose and in accordance with Company policy.

4.2 Accurate submissions. The Employee represents that all expense submissions are accurate and reflect actual expenses incurred. Knowingly false submissions may result in denial of reimbursement and other consequences.

4.3 Continued employment. The Employee intends, as of the Effective Date, to remain employed at the New Location for at least the Service Commitment in Section 5, subject to the at-will nature of employment.

5. Service Commitment and Repayment

5.1 Service Commitment. The Employee agrees to remain employed by the Company at or in connection with the New Location for at least [NUMBER, e.g. 12] months after the Relocation Date (the "Service Commitment").

5.2 Repayment trigger. If, before the end of the Service Commitment, the Employee voluntarily resigns or is terminated by the Company for Cause, the Employee will repay the Relocation Benefits as provided in Section 5.3, to the extent permitted by applicable law.

5.3 Repayment amount. The repayment amount is [100% of Relocation Benefits, or a pro-rata amount that decreases by 1/[N] for each full month of completed service after the Relocation Date]. The Company may

reduce the repayment for completed service as stated.

5.4 No repayment in certain cases. No repayment is owed if employment ends due to **[the Company's termination without Cause, a reduction in force, death, disability, or as otherwise required by law]**.

5.5 Method of repayment. The Employee will repay any amount owed within **[NUMBER, e.g. 30]** days after the employment-end date. To the extent permitted by applicable wage law and with any required authorization, the Company may offset the amount against final wages or other amounts owed; otherwise the Employee will pay it directly. Local wage law may limit deductions from final pay; the Company will comply with that law.

6. Risk of Loss, Insurance, and Indemnity

6.1 Risk of loss during the move. Risk of loss or damage to the Employee's household goods during transit is allocated as stated in the moving vendor's bill of lading and any moving-insurance coverage. The Company is not a carrier and is not responsible for loss or damage caused by a third-party mover, except to the extent of any moving-insurance benefit the Company has agreed to provide.

6.2 Moving insurance. The Company **[will arrange / will reimburse the Employee for / will not provide]** valuation coverage or moving insurance up to **[\$ AMOUNT / the moving vendor's standard coverage]**. The Employee may purchase additional coverage at the Employee's own expense.

6.3 Claims process. The Employee will report any loss or damage to the moving vendor and the Company promptly and will cooperate in submitting any insurance or valuation claim within the time required by the carrier or insurer.

6.4 Indemnity for misuse. The Employee will reimburse the Company for any documented loss the Company incurs due to the Employee's misuse of Relocation Benefits or materially false expense submissions, to the extent permitted by applicable law.

6.5 No third-party guarantee. Nothing in this Agreement makes the Company a guarantor of the performance of any moving vendor, real estate professional, or other third party involved in the relocation.

7. General Provisions

7.1 At-will status preserved. Nothing in this Agreement creates a contract of employment for any term or alters any at-will employment relationship, except as to the repayment obligation in Section 5, and except as required by a separate written agreement or applicable law.

7.2 Governing law and venue. This Agreement is governed by the laws of the State of **[STATE]**, without regard to its conflict-of-laws rules. The Parties submit to the exclusive jurisdiction of the state and federal courts located in **[COUNTY, STATE]**.

7.3 Assignment. The Employee may not assign rights or obligations under this Agreement. The Company may assign this Agreement to a successor.

7.4 Entire agreement; amendment. This Agreement is the entire agreement between the Parties on its subject and supersedes prior discussions. It may be amended only by a writing signed by both Parties.

7.5 Severability and waiver. If any provision is unenforceable, the rest remains in effect. A Party's failure to enforce a provision is not a waiver.

7.6 Counterparts and electronic signature. This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

COMPANY

EMPLOYEE

Signature: _____

Signature: _____

Printed name: **[NAME]**

Printed name: **[NAME]**

Title: **[TITLE]**

Title: N/A

Date: _____

Date: _____

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