|  |  |
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| Our Ref: Your Ref: Contact: Direct Dial: Direct Fax: E-Mail:  | **Appendix 2- Letter A** |
| **PERSONAL** |  |

Dear

**RELOCATION POLICY**

Further to your recent offer of employment, I write to confirm your eligibility for the Council’s Relocation Policy and enclose a copy of the document and guidance notes. Please read these carefully for details of general conditions relating to the Policy and the process for making claims.

I would inform you that all claims require to be made in accordance with these documents and you should contact me if you have any queries regarding eligibility for any part of the Policy or if you have any general queries in connection with relocation, before any expenditure is incurred.

All claims require to be submitted on a relocation expenses claim form (accompanied by original receipts/invoices, showing VAT paid and the VAT registration number of the supplier, where applicable and signed by yourself) obtainable from me or available from the ‘Zone’ (Intranet). I would point out that claims are settled on a reimbursement basis for all expenditure actually and necessarily incurred (with no direct billing to the Council allowed). The claim(s) will then require to be authorised by your Head of Service with payment made by the Payroll Section in the next available pay run directly into your bank/building society account.

Please note that you can submit claims one at a time or you can submit more than one claim on the same form.

I would advise you that the relocation package cannot exceed the maximum amount as detailed in the Policy document and that employees are expected to exercise reasonableness when making claims. I would therefore encourage you to keep your own personal record of claims made as you go along.

Finally, I would point out that to qualify for the Policy your new place of residence requires to be in a location which will enable you to fulfil your contractual obligations and responsibilities. I would also advise you that all claims require to be made within 12 months of the date you started in post.

Please contact me on the above telephone number if you have any queries regarding the Policy or guidance.

Yours sincerely

**Assistant HR Co-ordinator**

cc Personal file

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| Our Ref: Your Ref: Contact: Direct Dial: Direct Fax: E-Mail:  | **Appendix 3 – Letter B** |
| **PERSONAL** |  |

Dear

**RELOCATION POLICY**

Thank you for submitting a relocation expense claim form and receipts in respect of your ???? (£) and ???? (£). I would confirm that this has now been authorised for payment.

I have passed the relevant information for processing to the Payroll Section who will arrange for £? to be paid to you through the payroll in the next available pay run directly into your bank/ building society account.

If you have any queries in respect of the above or if you require any further assistance, please contact me on the above extension.

Yours sincerely

**Assistant HR Co-ordinator**

cc Personal file

|  |  |
| --- | --- |
| Our Ref: **Appendix 4 – Letter C**Your Ref: Contact: Direct Dial: Direct Fax: E-Mail:  |  |
| **PERSONAL** |  |

Dear

**RELOCATION POLICY**

I refer to the relocation expense claim form and receipts you submitted in respect of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expenses and note their contents.

Unfortunately, your claim cannot be authorised, for the following reason(s):-

*e.g. Did not qualify, has exceeded the overall limit, is out with the period for making claims etc.*

Please contact me on the above-mentioned telephone number if you wish to discuss this matter further.

Yours sincerely

**Assistant HR Co-ordinator**

cc Personal file

|  |  |
| --- | --- |
| Our Ref: Your Ref: Contact: Direct Dial: Direct Fax: E-Mail:  | **Appendix 5 – Letter D** |
| **PERSONAL** |  |

Dear

**RELOCATION POLICY**

I refer to the relocation expense claims you have submitted to date and write to inform you that you are nearing the maximum amount which may be claimed under the policy.

Please contact me on the above telephone number before incurring any further costs or submitting any further relocation expense claim forms, in order to clarify the above.

Yours sincerely

**Assistant HR Co-ordinator**

cc Personal file