

(Copy/print onto your letterhead)

Date

(Leave blank, Purchasing will fill in the moving company)

(Name of Department) is committed to provide moving expenses for:

Name

Address – street, city, state & zip, current address (moving From)

Contact Information: home phone, cell phone, email, etc.

(Name of new hire) would like to move on or about (Date).

(Name of department) has advised (name of new hire) that we will provide moving expenses up to \$_____. A requisition will be generated in the new fiscal year (beginning July 5) using myUFMarket by (Department Contact/initiator) who can be reached at (department phone number and initiator's email).

Sincerely,

Dean or Director