



# COUNTY OF SANTA CRUZ

[INSERT DEPARTMENT LETTERHEAD]

## MEMORANDUM

**DATE:**

**TO:** Carlos Palacios, County Administrative Officer

**FROM:** (DEPARTMENT HEAD)

**RE:** Relocation Reimbursement for (Applicant's name)

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### SAMPLE MEMO TO CAO

Personnel Regulations Section 165 R - Relocation Assistance provides that the County Administrative Officer is authorized to approve requests for relocation assistance for difficult to recruit classifications up to a maximum of \$10,000 based on actual costs.

In accordance with this regulation, the (Department Name) is requesting relocation assistance up to a maximum of \$\_\_\_\_\_. (Department to insert information about why this is necessary, i.e. out-of-state, in-state, difficulty of recruitment, etc. Brief statement is fine.)

Approved:

\_\_\_\_\_  
Carlos J. Palacios, County Administrative Officer

\_\_\_\_\_  
Date