

HR Relocation Guide

How to add a relocation benefit to your talent package

Baltic Moving — relocation to Lithuania, Latvia & Estonia A practical one-page guide for HR, Talent Acquisition and Global Mobility teams hiring international specialists into the Baltics.

Why relocation belongs in your offer

When you hire a specialist from abroad, you typically cover the flight and help with housing. The one thing that quietly blocks acceptances is a simple question from the candidate: *“What do I do with my things?”*

Most rental housing in the Baltics is furnished, so a relocating employee usually needs to move only a few cubic metres of personal belongings — clothes, electronics and personal items. That makes a relocation benefit inexpensive to offer and disproportionately powerful in closing senior hires.

A relocation line in the offer signals that the employer treats the move as a real, supported transition — not a logistics problem the new hire must solve alone.

What a good relocation benefit covers

- **Door-to-door transport** across the EU and from non-EU origins
 - **Professional packing** (optional) or self-packing
 - **Pickup** from the employee's home address at origin
 - **Delivery** to the apartment door in the Baltics, carried in
 - **Insurance** included, with the option to extend cover
 - **Customs clearance** for shipments arriving from outside the EU
 - **A single coordinator** — one contact for the whole move
-

Two ways to set it up

A — Direct billing to the company. We invoice the company directly. Relocation becomes part of the onboarding package: one order, one invoice, nothing for the employee to arrange.

B — Employee pays, company reimburses. The employee books and submits the invoice for reimbursement — common practice in Western companies. We issue a full VAT invoice for your

finance team.

How to write it into the offer

Use a simple reimbursement clause referencing a fixed company price list, for example:

“The employer reimburses documented relocation costs up to the agreed amount, against a VAT invoice.”

A fixed annual price list lets finance plan the budget, and a designated coordinator means HR never has to arrange logistics for each hire.

A simple rollout for HR

1. Request a company price list and a sample employment-contract clause.
 2. Add the relocation line to your standard offer template.
 3. Point new hires to a single coordinator when an offer is accepted.
 4. Receive one consolidated invoice (or reimburse against the employee's invoice).
-

Talk to us

Ask for your company price list and a draft framework agreement — we usually send both within one business day.

Baltic Moving · part of ELP Moving · relocation to Lithuania, Latvia & Estonia
hello@elpmoving.com · balticmoving.com