

[Date]

[Executive Name]
[Current Address]
[City, State, Zip Code]

Dear [Executive Name],

Welcome to [Company Name]. We are thrilled to have you join our leadership team as [Job Title] and look forward to your arrival in [Destination City].

We understand that relocating is a significant undertaking. To ensure your transition is as seamless as possible, [Company Name] has partnered with [Relocation Agency Name] to manage your move. Your dedicated relocation consultant is [Consultant Name], who can be reached at [Phone Number] or [Email Address].

Your executive relocation package includes the following services:

- Full packing, shipping, and unpacking of household goods.
- Home finding assistance and neighborhood orientation.
- Temporary housing arrangements for up to [Number] days.
- Travel reimbursement for you and your immediate family.
- [Additional Benefit, e.g., Spousal career support or school search assistance].

Attached to this letter, you will find a digital "Welcome Guide" containing information about our local offices, recommended residential areas, and key contacts within the organization. We have also scheduled a briefing with the HR department on [Date] to review your benefits and executive onboarding schedule.

If there is anything we can do to assist you or your family during this period, please do not hesitate to reach out to me directly.

We are excited about the vision and expertise you bring to [Company Name], and we look forward to seeing you in the office on [Start Date].

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]