

[Date]

[Employee Name]

[Current Address]

[City, Country]

Dear [Employee Name],

Welcome to the team! We are thrilled to have you join [Company Name] as our new [Job Title] in [Host City, Host Country].

We understand that relocating to a new country is a significant milestone. Our goal is to ensure your transition is as smooth as possible. Your expertise will be a vital asset to our international operations, and we are excited about the perspective you bring to the office.

Your Arrival Details:

- **Start Date:** [Date]
- **Office Location:** [Full Office Address]
- **Reporting Manager:** [Manager Name]
- **HR Contact:** [HR Contact Name/Email]

Onboarding & Support:

Upon your arrival, you will meet with the local HR team to finalize your registration and local documentation. We have also arranged for [Relocation Agency Name] to assist you with [Housing/Schooling/Transportation] during your first few weeks.

Enclosed you will find a "Welcome Guide" containing essential information about the local culture, office etiquette, and emergency contact numbers. Please do not hesitate to reach out to [Name] if you have any immediate questions regarding your travel or arrival logistics.

We look forward to seeing you in [Host City] and wish you a safe and pleasant journey.

Best regards,

[Signature]

[Sender Name]

[Title]

[Company Name]