

Dear [Executive Name],

Welcome to [City/Region]! On behalf of the entire leadership team, we are thrilled to have you join us at [Company Name] as our new [Job Title].

We understand that relocating is a significant transition. To ensure your move is as seamless as possible, we have prepared this welcome package which includes:

- **Relocation Support:** Contact details for your dedicated move coordinator.
- **Temporary Housing:** Details regarding your initial accommodations at [Location/Address].
- **Office Logistics:** Information on your workspace, hardware setup, and executive assistant support.
- **Local Insights:** A curated guide to the best neighborhoods, schools, and services in the area.

Your arrival marks an exciting new chapter for our technology organization. We are eager to see the impact of your vision and leadership as we continue to scale.

Please take the necessary time to settle in. We look forward to seeing you in the office on [Start Date]. If you need anything before then, do not hesitate to reach out to [HR Contact Name] at [Phone Number].

Best regards,

[Name]

[Title]

[Company Name]