

[Date]

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

Dear [Executive Name],

On behalf of [Company Name], I would like to formally welcome you to your new role as [Job Title] in [New City/Location]. We are thrilled to have you join our leadership team and look forward to the expertise you will bring to the organization.

We understand that relocating is a significant transition. To ensure a seamless move, [Relocation Partner Name/HR Department] will be your primary point of contact for all logistics. They will assist you with:

- Household goods shipment and storage
- Temporary housing arrangements
- Home search and destination services
- Expense reimbursement procedures

Your official start date in the [Location] office is [Start Date]. Upon your arrival, your transition schedule will include briefing sessions with the executive board and a formal introduction to your direct reports. Your executive assistant, [Assistant Name], has been assigned to help manage your calendar and office setup during this period.

We are committed to supporting you and your family throughout this journey. If you have any immediate questions regarding your relocation package or onboarding timeline, please contact [Contact Person] at [Phone Number] or [Email Address].

Welcome to the team. We look forward to your arrival and your future contributions to [Company Name].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]
[Company Name]