

[Date]

[Employee Name]

[Address Line 1]

[Address Line 2]

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join us here in [City/Country] for your international assignment as [Job Title].

We understand that relocating to a new country is a significant transition. Our goal is to ensure that your integration into both the company and the local community is as smooth as possible. Your unique skills and international perspective are valuable assets to our team.

Your first day will be [Date] at [Time]. Please report to [Location/Office Address] and ask for [Contact Person's Name].

In the coming days, you will receive assistance regarding:

- Local orientation and office tour.
- Completion of mandatory HR and tax documentation.
- Briefing on local benefits and relocation support.
- Introduction to your immediate team and mentors.

Should you have any immediate questions regarding your housing, local registration, or logistics before your start date, please do not hesitate to contact [Relocation Coordinator Name] at [Email/Phone Number].

We look forward to your contributions and wish you a successful and rewarding experience during your time abroad.

Best regards,

[Your Name]

[Your Title]

[Company Name]