

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Welcome to Your Global Assignment - [Host Country]

Dear [Employee Name],

Congratulations on your selection for the international assignment to [City, Host Country]. We are pleased to welcome you to the Global Mobility Program and are excited about the contribution you will make to our [Host Department] team.

This assignment is scheduled to begin on [Start Date] and is expected to conclude on [End Date]. Your role during this period will be [Job Title], reporting to [Host Manager Name].

Assignment Details:

- **Host Location:** [Office Address, Country]
- **Entity:** [Host Entity Name]
- **Duration:** [Number of Months/Years]

Next Steps:

To ensure a smooth transition, our Global Mobility team and our designated partners will assist you with the following:

- Immigration and Visa processing
- Relocation and shipping logistics
- Tax briefing and compliance
- Cultural and language training (if applicable)
- Housing assistance

Attached to this letter, you will find your Letter of Assignment (LOA) which details your compensation package, allowances, and the terms of your international stay. Please review, sign, and return a copy to [HR/Mobility Contact Name] by [Date].

We look forward to supporting you in this new professional chapter. If you have any immediate questions, please contact your Mobility Specialist at [Email/Phone Number].

Best regards,

[Your Name]

[Your Title]

[Company Name]