

[Date]

[Employee Name]

[Current Address]

[City, Country]

Dear [Employee Name],

Congratulations on your new assignment in [Destination City, Country]! We are excited to have you join the [Department Name] team as our new [Job Title].

To ensure your international transition is as smooth as possible, the company is providing you with comprehensive relocation support. This letter outlines the initial steps and the resources available to you.

Your Dedicated Relocation Consultant:

Name: [Consultant Name]

Email: [Email Address]

Phone: [Phone Number]

Your consultant will reach out to you within [Number] business days to discuss the following services:

- Visa and immigration processing
- Household goods shipping and storage
- Temporary housing arrangements
- Home search assistance in [Destination City]
- Tax and financial briefing for expatriates

Enclosed with this letter, you will find the "Expatriate Relocation Handbook," which contains detailed information regarding your benefits, expense reimbursement policies, and a checklist of important tasks.

We understand that moving to a new country is a significant milestone. Our goal is to support you and your family every step of the way. If you have any immediate questions, please do not hesitate to contact the Global Mobility Team at [Contact Email/Phone].

Welcome to the team, and we look forward to seeing you in [Destination City]!

Best regards,

[Your Name]

[Your Title]

[Company Name]