

[Date]

[Employee Name]

[Current Address]

[City, Country]

Dear [Employee First Name],

We are pleased to formally welcome you to your new role as [Job Title] at our [New Office Location] office. We are excited to have you join the team in [Country] and look forward to the expertise you will bring to this location.

Transfer Details:

- **Effective Date:** [Start Date]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **New Office Address:** [Full Office Address]

Relocation and Support:

As part of your international transfer, the company will provide the following support:
[Insert details regarding visa sponsorship, moving allowance, temporary housing, or flight bookings].

Next Steps:

Please ensure that all required immigration and tax documentation is completed by [Deadline]. Our Global Mobility team will be in contact to assist you with the local onboarding process and to answer any questions regarding your relocation package.

We are confident that this move will be a significant milestone in your career with [Company Name]. We look forward to seeing you in [City] soon.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]