

[Date]

[Employee Name]

[Family Members' Names]

[Address or Temporary Housing Unit]

Welcome to [City/Country]!

Dear [Employee Name] and Family,

On behalf of [Company Name], we are delighted to officially welcome you to your new home. We understand that relocating to a new country is a significant milestone for the entire family, and we are committed to making your transition as smooth and enjoyable as possible.

To assist with your integration, we have prepared a few resources to help you settle in:

- **Welcome Pack:** Attached you will find a guide covering local essentials, including grocery stores, medical facilities, public transport, and emergency contacts.
- **Neighborhood Orientation:** Your designated relocation consultant, [Consultant Name], will reach out to schedule a tour of the local area and assist with school registrations or community memberships.
- **Language & Culture:** We have arranged for introductory cultural briefings and language classes for all family members to help you feel at home more quickly.
- **Social Network:** You are invited to our "Expatriate Family Mixer" on [Date] at [Location], where you can meet other international families in the company.

If you have any questions regarding your housing, schooling, or local logistics, please do not hesitate to contact our Global Mobility Team at [Phone Number] or [Email Address].

We are thrilled to have you join our community and look forward to seeing you thrive in your new environment.

Warm regards,

[Signature]

[Name of Sender]

[Title]

[Company Name]