

Date: [Insert Date]

To: [Employee Name]

Address: [Insert Address]

Welcome to [Company Name]

Dear [Employee Name],

Congratulations on your international assignment to [Host Country/City]. We are delighted to welcome you to the team and look forward to your arrival on [Start Date].

To ensure a smooth transition and maintain legal compliance, please review and complete the following onboarding requirements:

- **Visa and Work Authorization:** Please provide copies of your stamped visa and work permit as soon as they are issued.
- **Local Registration:** Upon arrival, you must register with the [Local Government Authority] within [Number] days.
- **Tax and Social Security:** Please complete the enclosed [Tax Form Name] to ensure correct payroll withholding.
- **Relocation Documentation:** Submit all finalized shipping and travel receipts to the [Department Name] for reimbursement.
- **Emergency Contact:** Update your local contact information and emergency details in the [Company Portal/System].

Our global mobility team is here to support you. If you have questions regarding your relocation package, housing, or local compliance, please contact [Contact Person Name] at [Email Address].

We wish you great success in your new role and a wonderful experience in [Host Country].

Sincerely,

[Your Name]

[Your Title]

[Company Name]