

[Date]

[Employee Name]

[Address]

[City, Country]

# Welcome to [Company Name] and [City/Country]

Dear [Employee Name],

We are delighted to officially welcome you to the [Company Name] team in [City/Country]. We understand that relocating internationally is a significant milestone, and we are thrilled to have you join us.

Our goal is to ensure your transition is as smooth as possible. Below are some initial details to help you get started:

- **Start Date:** [Date]
- **Office Location:** [Full Address]
- **Reporting Manager:** [Manager Name]
- **HR Contact:** [HR Representative Name]

Your relocation coordinator, [Name], will remain available to assist you with any remaining questions regarding your housing, local registration, or settling-in services.

On your first day, please arrive at the office by [Time]. You will be greeted by [Name] for your orientation and a tour of the facilities.

We are excited about the skills and perspective you bring to our international team. We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[Company Name]