

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Welcome to [City/Location Name]!

Dear [Employee First Name],

On behalf of [Company Name], I would like to officially welcome you to your new location. We are excited to have you join the [Department Name] team here in [City Name].

We understand that relocating is a significant life event, and we are committed to making your transition as smooth as possible. Below are some important details regarding your arrival:

- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Reporting Manager:** [Manager Name]
- **Office Address:** [Full Office Address]

As part of your relocation package, please remember to submit your final expense reports to [Department/Contact Person] by [Deadline Date]. If you have any questions regarding your benefits, housing assistance, or local orientation, please reach out to [HR Contact Name] at [Phone/Email].

We are thrilled to have your expertise in our [City Name] office and look forward to seeing you on your first day.

Sincerely,

[Your Name]

[Your Title]

[Company Name]