

Dear [Employee Name],

Welcome to [Location]! We are excited to have you join the local team for your temporary assignment as [Job Title].

This letter provides the essential details regarding your relocation:

- **Assignment Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Office Address:** [Full Office Address]

Housing and Transportation:

Your temporary housing is located at [Housing Address]. Check-in instructions are [attached/included]. For transportation, [details regarding rental car, public transit, or parking].

Allowances and Expenses:

As per your agreement, you will receive [mention per diem, relocation stipend, or reimbursement policy]. Please submit all expense reports through [System Name] by [Deadline].

Contact Information:

If you have any questions regarding your arrival or local orientation, please contact [Contact Person Name] at [Phone Number/Email].

We look forward to your contributions during your time here and hope you enjoy your stay in [City].

Best regards,

[Your Name]
[Your Title]
[Company Name]