

[Date]

[Employee Name]
[Passport Number/ID]
[Home Address]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to officially welcome you to your new role as [Job Title] in [City, Country]. We are excited to have you join our international team.

Your employment is scheduled to begin on [Start Date]. To assist with your transition, please find the following details regarding your relocation:

- **Work Permit/Visa:** [Details on status or collection instructions]
- **Accommodation:** [Details regarding temporary housing or arrival instructions]
- **Airport Pickup:** [Details of coordinator or transport service]
- **Orientation:** Your first day orientation will begin at [Time] at [Office Address].

Please remember to bring your original passport, educational certificates, and [Other required documents] on your first day for HR registration.

If you have any questions regarding your move, local banking, or healthcare registration, please contact [Contact Person Name] at [Email/Phone Number].

We look forward to meeting you in person and wish you a successful start in your new home.

Sincerely,

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