

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Dear [Employee Name],

Welcome to the [Region Name] Regional Office! We are pleased to formally confirm your transfer to our team as [Job Title], effective [Start Date].

We believe your experience and skills will be a significant asset to this region. To assist with your transition, please find your reporting details below:

- **Office Location:** [Full Office Address]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Hours/Days]
- **Desk/Workspace:** [Location or Number]

On your first day, please report to [Contact Person/Reception] at [Time] for a brief orientation and to collect your updated identification badge and office keys.

If you have any questions regarding your relocation, local office policies, or administrative setup, please contact [HR Contact Name] at [Email/Phone Number].

We look forward to your arrival and your contributions to the [Region Name] team.

Best regards,

[Your Name]

[Your Title]

[Regional Office Name]