

[Date]

[Employee Name]

[Current Address/Employee ID]

Welcome to [City/Country]

Dear [Employee Name],

On behalf of [Company Name], I would like to formally welcome you to your new international assignment in [City, Country]. We are thrilled to have you join the local team and look forward to the contributions you will make in your role as [Job Title].

We understand that relocating to a new country is a significant transition. To assist with your integration, please find the following details regarding your arrival:

- **Start Date:** [Date]
- **Office Location:** [Full Office Address]
- **Reporting Manager:** [Manager Name]
- **Relocation Coordinator:** [HR/Point of Contact Name]

Your relocation package includes [briefly mention key benefits, e.g., temporary housing, language training, or orientation tours]. Our designated relocation partner, [Agency Name], will be in contact to finalize your settling-in services, including assistance with local registration and banking.

Attached to this letter, you will find a "Welcome Guide" containing essential information on local customs, emergency contacts, and transportation to help you navigate your first few weeks.

If you have any immediate questions or require further assistance, please do not hesitate to reach out to [Contact Name] at [Email Address/Phone Number].

We wish you a smooth transition and great success in your new home and professional environment.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]