[Company Name]
[Current Office Address]
[City, Country]
[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Acceptance of International Branch Transfer

Dear [Employee Name],

We are pleased to formally confirm the approval of your transfer to our [Destination City/Country] branch. This letter serves as your official acceptance notification regarding your new international assignment.

Transfer Details:

- **New Position:** [Job Title]
- **Destination Branch:** [New Branch Name/Address]
- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]

Terms and Conditions:

Your current contract will be updated to reflect the local laws and regulations of [Destination Country]. Your new compensation package will be [Amount] in [Currency], effective from your start date. Additional relocation benefits, including [Visa support/Housing allowance/Travel costs], will be provided as per the company's global mobility policy.

Next Steps:

Please coordinate with the HR Department to finalize your visa application and relocation logistics. You are required to complete your current hand-over tasks by [Date].

Please sign and return a copy of this letter to indicate your formal acceptance of these terms.

Congratulations on your new role. We look forward to your continued success in [Destination Country].

Sincerely,

[Signature]
[Name of HR Manager]

[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the international transfer as outlined above.

Signature: _____ Date: _____