Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Current Department: [Insert Department]

Subject: Official Notice of International Transfer

Dear [Employee Name],

This letter serves as official notification regarding your international transfer within [Company Name]. We are pleased to confirm your relocation to our office located in [City, Country].

Transfer Details:

- **New Position Title:** [Insert Title]
- **Reporting Manager:** [Insert Manager Name]
- **Effective Date of Transfer:** [Insert Date]
- **New Work Location:** [Insert Full Address]

Terms and Conditions:

Your current employment contract will be updated to reflect the local laws and regulations of [New Country]. Details regarding your revised compensation package, housing allowance, relocation assistance, and visa sponsorship are attached to this letter in the Appendix.

Next Steps:

Please coordinate with the Global Mobility/HR Department regarding your travel arrangements and work permit documentation. You are required to sign and return a copy of this notice by [Deadline Date] to signify your formal acceptance of the transfer.

We look forward to your contributions in this new location and wish you success in your international assignment.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____