

[Date]

[Candidate Name]

[Candidate Address]

[Candidate City, Country]

Subject: Confirmation of International Relocation and Placement

Dear [Candidate Name],

We are pleased to formally confirm your international relocation and placement for the position of [Job Title] with [Company Name] in [Destination City, Country].

Placement Details:

- **Entity:** [Local Subsidiary/Office Name]
- **Report Date:** [Start Date]
- **Reporting Manager:** [Manager Name]

Relocation Support:

As agreed, the company will provide the following relocation assistance:

- [Visa/Work Permit Sponsorship]
- [One-way Airfare for Candidate/Family]
- [Temporary Housing for X days]
- [Relocation Allowance/Moving Stipend]
- [Shipping of Household Goods]

Compliance and Documentation:

This placement is subject to the final approval of your [Visa Type] and the successful completion of [Background Checks/Medical Clearances]. Please ensure all requested documentation is submitted by [Deadline Date].

You will receive a detailed relocation guide and contact information for our designated global mobility consultant shortly. They will assist you with the logistical aspects of your move.

We are excited to have you join our team in [Destination Country] and look forward to your contribution to our global operations.

Sincerely,

[Your Name]

[Your Title]

[Company Name]