

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, Country]

Subject: Confirmation of International Relocation Placement - [Employee Name]

Dear [Client Contact Name],

This letter serves to formally confirm the successful placement and relocation arrangements for [Employee Name] in the position of [Job Title] at your [Destination City/Country] office.

The placement details are as follows:

- **Employee Name:** [Employee Full Name]
- **Position:** [Job Title]
- **Destination Office:** [Office Location/Branch]
- **Relocation Effective Date:** [Start Date]
- **Type of Assignment:** [Permanent / Fixed-Term / Rotation]

We confirm that the following relocation services have been finalized:

- Work permit and visa authorization
- Travel and flight arrangements
- Temporary housing and initial settling-in services
- Shipping of household goods

We will continue to monitor the transition period to ensure a smooth integration for the employee. If you require any further documentation or have additional questions regarding this placement, please contact [Consultant Name] at [Phone Number] or [Email].

Thank you for choosing [Relocation Company Name] as your international mobility partner.

Sincerely,

[Your Name]

[Your Title]

[Relocation Agency Name]