

Date: [Insert Date]

Subject: International Relocation Placement Confirmation

Dear [Contractor Name],

This letter serves as formal confirmation of your international relocation placement for the following contract role:

- **Role Title:** [Insert Job Title]
- **Client Company:** [Insert Client Name]
- **Destination Country:** [Insert Country]
- **Host City:** [Insert City]
- **Contract Start Date:** [Insert Date]
- **Contract End Date:** [Insert Date]

Relocation Benefits & Support:

As per your signed agreement, the following relocation provisions are confirmed:

- **Visa/Work Permit:** [Insert Details - e.g., Sponsored by Company / Reimbursable]
- **Travel:** [Insert Details - e.g., One-way flight provided]
- **Housing:** [Insert Details - e.g., 30 days temporary accommodation provided]
- **Relocation Allowance:** [Insert Amount and Payment Schedule]

Next Steps:

Please ensure that all required documentation for your work authorization is submitted by [Insert Date]. Your designated relocation coordinator, [Coordinator Name], will contact you shortly to finalize travel arrangements.

Please sign below to acknowledge receipt and acceptance of these placement terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I, [Contractor Name], confirm the details of my international relocation as outlined above.

Signature: _____ Date: _____