

[Date]

[Executive Name]

[Current Address]

[City, Country]

**Subject: Confirmation of International Relocation Placement**

Dear [Executive Name],

We are pleased to formally confirm your international relocation and placement as [Job Title] at our [Destination City/Country] office, effective [Start Date].

This placement is a key strategic move for [Company Name], and we are confident that your leadership will be instrumental in our global operations. The terms of your international assignment are as follows:

- **Host Location:** [City, Country]
- **Reporting Manager:** [Manager Name/Title]
- **Assignment Duration:** [Number of Years/Permanent]
- **Salary & Compensation:** [Details of Base Salary and Currency]
- **Relocation Allowance:** [Amount/Description]

Your relocation package includes comprehensive support for visa processing, household goods shipment, temporary housing for [Number] days, and tax equalization services. Our designated relocation partner, [Partner Name], will contact you shortly to begin the logistical arrangements.

Please sign and return the attached International Assignment Agreement by [Deadline Date] to signify your acceptance of these terms.

We look forward to your continued success in this new global role.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]