

[Date]

[Partner Agency Name]
[Partner Agency Address]
[City, Country]

Subject: International Relocation Placement Confirmation

Dear [Partner Contact Name],

This letter serves as formal confirmation of the international relocation placement for the following individual:

- **Full Name:** [Candidate Name]
- **Placement ID:** [Reference Number]
- **Host Country:** [Destination Country]
- **Host Company:** [Receiving Organization Name]
- **Position Title:** [Job Title]
- **Relocation Start Date:** [Expected Start Date]

We confirm that all necessary documentation, including visa sponsorship and work authorization, has been verified and processed. Our agency has finalized the pre-departure orientation and the candidate is now prepared for transit.

Please ensure that the local support team in the host country is notified of the arrival details as follows:

- **Flight Number:** [Flight Info]
- **Arrival Date/Time:** [Arrival Info]
- **Temporary Housing Address:** [Address/Hotel Name]

We appreciate your partnership in facilitating this global transition. Should you require any further information or documentation, please contact [Primary Consultant Name] at [Phone/Email].

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]