

[Company Letterhead / Logo]

[Date]

[Employee Name]

[Employee ID]

[Current Address]

[City, State, Zip Code]

Subject: Confirmation of International Relocation Placement

Dear [Employee Name],

We are pleased to formally confirm your international relocation placement to [Destination City, Country]. This letter serves as your official confirmation for the upcoming assignment with [Company Name].

Assignment Details:

- **Job Title:** [New Job Title]
- **Host Department:** [Department Name]
- **Host Manager:** [Manager Name]
- **Anticipated Start Date:** [Date]
- **Assignment Duration:** [e.g., 2 Years / Indefinite]

Relocation Benefits:

As per your relocation agreement, the company will provide support for the following:

- Visa and Work Permit processing
- One-way airfare for you [and your dependents]
- Shipment of household goods (up to [Limit])
- Temporary housing for [Number] days upon arrival
- Relocation allowance of [Amount]

Pre-Departure Requirements:

Please ensure that all medical clearances, tax briefings, and final documentation are completed by [Deadline Date]. You are required to attend the final pre-departure orientation on [Orientation Date].

We look forward to your contributions in your new role and wish you a successful transition to [Destination Country].

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the terms of this relocation placement as outlined above.

Signature: _____ Date: _____