

[Company Letterhead/Logo]

[Date]

[Consulate/Embassy Name]

[Visa Section]

[Address]

[City, Country]

Subject: Confirmation of International Relocation and Placement

To the Honorable Consul,

This letter is to confirm that **[Employee Full Name]**, a citizen of **[Country]**, passport number **[Passport Number]**, is a full-time employee of **[Company Name]**.

We are officially relocating **[Employee Name]** from our office in **[Current City/Country]** to our office in **[Destination City/Country]**. This relocation is a permanent/long-term placement effective from **[Start Date]**.

Placement Details:

- **Job Title:** [Job Title]
- **Department:** [Department]
- **Office Address:** [New Office Physical Address]
- **Annual Salary:** [Amount and Currency]

The purpose of this relocation is [brief reason, e.g., to fill a critical specialized role / for regional leadership]. [Company Name] will provide full support for this relocation, including moving expenses, housing assistance, and comprehensive medical insurance.

We kindly request your assistance in granting the necessary [Visa Type, e.g., H1-B / Work Permit] to facilitate this transfer. [Company Name] guarantees that the employee will remain under our sponsorship and comply with all local immigration laws.

Should you require any further information, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Signing Authority]

[Title]

[Company Name]