

Employee Relocation Acceptance Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for international relocation to [Destination Country/City] has been approved. Your new position as [Job Title] will commence on [Start Date].

We appreciate your dedication and commitment to our organization and are excited for you to take on this new role. We believe that this opportunity will be beneficial for your professional growth and contribute significantly to our team's success.

Please find the details of your relocation package and other relevant information enclosed with this letter.

Should you have any questions or require further assistance, please feel free to reach out to the HR department.

Congratulations once again on this new chapter in your career!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]