

International Service Information

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: International Service Information

Dear [Employee Name],

We are pleased to inform you about the upcoming international service opportunity that is available for our employees. This initiative aims to enhance global collaboration and professional development.

Opportunity Details:

- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

Eligibility Criteria:

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]

Application Process:

If you are interested in applying for this opportunity, please submit your application by [Insert Deadline] to [Insert Email/Contact Person].

If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]