

International Mobility Approval Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that your application for international mobility has been approved. You are authorized to undertake the assignment in [Destination Country/City] from [Start Date] to [End Date].

Please ensure that you complete any necessary arrangements prior to your departure, including visa applications, travel insurance, and obtaining any required vaccinations.

We believe this opportunity will enhance your professional growth and contribute to our global objectives.

If you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person] at [Contact Email/Phone Number].

Congratulations, and best wishes for your upcoming assignment!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]