

Expatriation Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the expatriation of [Employee's Full Name], holding the position of [Job Title] at [Company Name]. [He/She/They] will be relocating to [Destination Country] as part of our company's international operations.

The expatriation is effective from [Start Date] and is expected to last until [End Date]. During this period, [Employee's Name] will be working on [Brief Description of Role/Project].

For the purposes of visa processing, please find the necessary details below:

- Employee Full Name: [Employee's Full Name]
- Employee Position: [Job Title]
- Company Name: [Company Name]
- Destination Country: [Destination Country]
- Duration of Assignment: [Start Date] to [End Date]

If you require any further information or documentation, please do not hesitate to contact us at [Company Contact Information].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]