

# Expatriation Intent Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to expatriate in order to facilitate my relocation to [Destination Country/City]. As part of my role within [Company Name], I believe this transition will enhance my professional growth and align with our organizational goals.

My intended move is scheduled for [Proposed Date], and I am currently in the process of preparing for this transition, including ensuring compliance with relevant legal and immigration requirements.

I appreciate your support and guidance throughout this process and look forward to discussing the necessary steps to ensure a smooth relocation.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]