

# Employee Relocation Offer Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to offer you an international transfer to our [Insert Destination Location] office. This transfer is a significant opportunity for your career advancement and professional development.

**Position:** [Insert New Position Title]

**Start Date:** [Insert Start Date]

**Relocation Package:**

- Reimbursement of moving expenses
- Temporary housing for [Insert Duration]
- Assistance with visa and work permit applications

Please note that this relocation is contingent upon your acceptance of this offer and completion of any necessary documentation.

We believe this opportunity will be rewarding for you and will further strengthen our team in [Insert Destination Location].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]