

Expatriate Relocation Assistance

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your relocation to [New Location] is officially approved. As part of our commitment to support you during this transition, we have outlined the assistance we will provide:

- Pre-relocation consultation to discuss your needs.
- Comprehensive moving services, including packing and transportation of your belongings.
- Temporary housing arrangements upon arrival.
- Assistance with obtaining necessary visas and permits.
- Support in finding permanent housing.
- Orientation services to help you settle into your new environment.

Please feel free to reach out to the HR department at [HR Contact Information] for any further questions or to arrange your initial meeting.

We look forward to assisting you in making this transition as smooth as possible.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]