

International Job Relocation Information

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Important Information Regarding Your International Job Relocation

Dear [Employee's Name],

We are pleased to inform you about your upcoming international job relocation to [Destination Country/City]. This letter provides important information to assist you in this transition.

Relocation Details

- **Start Date:** [Insert Start Date]
- **Duration:** [Insert Duration]
- **Position:** [Insert Job Title]

Relocation Support

You will receive the following support during your relocation:

- Relocation allowance for moving expenses.
- Assistance with housing arrangements.
- Information on local culture and employment laws.

Important Action Items

Please ensure to complete the following before your relocation:

- Submit required documents for work authorization.
- Create an account with our relocation service provider.
- Attend the orientation session on [Insert Date].

If you have any questions or need further assistance, please feel free to reach out to me at [Your Contact Information].

We look forward to your successful relocation and excited for you to start your new role in [Destination].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]