

Resources for Your Upcoming Overseas Transfer

Dear [Employee's Name],

Congratulations on your transfer to [Destination Country]! We are excited for you and want to ensure that you have all the resources you need for a smooth transition.

Key Resources:

- **Relocation Services:** [Relocation Company Name & Contact Information]
- **Housing Assistance:** [Information about temporary housing options]
- **Banking & Finance:** [Bank Name & Account Setup Information]
- **Health Insurance:** [Details of health coverage abroad]
- **Cultural Training:** [Training Provider Name & Contact Information]
- **Legal Support:** [Law Firm Name & Contact Information]

Important Documents:

Please ensure you have the following documents prepared:

1. Valid Passport
2. Visa Documentation
3. Employment Contract
4. Medical Records

If you have any questions, please do not hesitate to reach out to your HR representative at [HR Contact Information].

Best wishes on your new adventure!

Sincerely,
[Your Company Name]