

Expatriate Tax Exemption Support for Relocation Expenses

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your relocation to [Destination Country/City] has been approved. As part of our commitment to supporting your transition, we would like to confirm the eligibility for a tax exemption on your relocation expenses.

The following expenses will qualify for exemption under the expatriate tax program:

- Travel expenses for you and your immediate family
- Moving costs, including packing, shipping, and storage
- Temporary accommodation during the transition
- Visa and immigration expenses

Please keep all relevant receipts and documentation for these expenses, as they will need to be submitted for tax exemption approval. Should you have any questions or require further assistance, feel free to reach out to the HR department.

We wish you a smooth transition and a rewarding experience in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]