

Relocation Assistance Letter

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 international relocation to [New Location] has been approved. In recognition of the challenges that come with relocating, we are providing you with a relocation assistance package designed to support your transition.

Your relocation package includes the following benefits:

- Reimbursement for moving expenses up to [insert amount]
- Temporary housing allowance for [insert duration]
- Assistance with securing a local bank account
- Support in obtaining necessary visas and permits
- Orientation services to help you acclimate to your new location

Please review the enclosed documents outlining the details of your relocation assistance. If you have any questions or require further information, do not hesitate to contact [HR Contact Name, Title, Email, Phone].

We wish you a smooth transition and a successful start in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]