

# Dear [Expatriate's Name],

As you prepare for your upcoming relocation, we understand that adjusting to a new time zone can be challenging. Here are some effective jet lag management techniques to help you make a smoother transition:

## Before Departure

- Gradually shift your sleep schedule a few days prior to departure to align more closely with your destination's time zone.
- Stay hydrated and avoid alcohol and caffeine, which can interfere with sleep.

## During Flight

- Set your watch to the destination's time zone as soon as you board.
- Try to sleep on the plane if it's nighttime at your destination.
- Move around and stretch during the flight to keep your circulation going.

## Upon Arrival

- Stay awake until the local bedtime, even if you feel tired.
- Spend time in natural light to help reset your internal clock.
- Consider a short nap if necessary, but keep it to 20-30 minutes.

We hope these techniques will help you adjust more easily. Safe travels!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]