

Acceptance of International Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Job Title] position in [Location] as discussed in our recent communications. I am excited about this opportunity and look forward to contributing to [Company's Name].

As we discussed, I will be relocating with my family. We appreciate the support provided regarding relocation assistance, and we look forward to a smooth transition during this process. Ensuring that my family feels comfortable in the new environment is a priority for me, and I appreciate the understanding shown by your team in this regard.

As per the agreement, I confirm my start date as [Start Date]. Please let me know if there are any forms or further information you require before my arrival.

Thank you once again for this opportunity. I am eager to start this new chapter with [Company's Name] and look forward to meeting the team.

Sincerely,

[Your Name]