

Notification of Overseas Employment Authorization

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your application for overseas employment authorization has been approved, allowing for the relocation of your family in conjunction with your new position in [Country/City]. This authorization is effective from [Start Date] to [End Date].

Please ensure that you comply with all necessary immigration and employment regulations during this process. Your responsibilities include coordinating with [HR/Relocation Services] to ensure a smooth transition for your family.

If you have any questions regarding this authorization or the relocation process, please do not hesitate to contact us at [Contact Information].

We wish you and your family the best as you embark on this new chapter together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]