

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Expatriate Assignment

I am writing to formally notify you of the expatriate assignment of [Expatriate Employee's Name], who will be relocating to [Destination Country] for the period of [Duration of Assignment] effective [Start Date].

[Expatriate Employee's Name] will be assuming the position of [Job Title/Position] and will be responsible for [Brief Description of Responsibilities].

Please let us know if you require any further information or documentation regarding this assignment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]