

[Company Letterhead]

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Subject: International Assignment Offer - [Host Country]

Dear [Employee Name],

We are pleased to formally offer you an international assignment with [Company Name]. This letter outlines the terms and conditions of your relocation to [Host City, Host Country].

1. Assignment Details

- **Position Title:** [Job Title]
- **Host Entity:** [Name of Host Office/Branch]
- **Effective Date:** [Start Date]
- **Expected Duration:** [Number of Months/Years]

2. Compensation and Salary

Your base salary will be [Amount] per [Year/Month], paid in [Currency]. You will also be eligible for [List any specific bonuses or foreign service premiums].

3. Relocation Benefits

The company will provide the following assistance to facilitate your move:

- Airfare for you and your immediate family.
- Shipment of household goods up to [Limit/Weight].
- Temporary housing for [Number] days upon arrival.
- Assistance with work permits and visas.

4. Allowances

You will receive a monthly [Housing/Cost of Living] allowance of [Amount]. [Optional: Schooling allowance for dependents].

5. Tax and Social Security

Your tax liability will be handled under the company's [Tax Equalization/Net Pay] policy. The company will provide professional tax preparation services for the duration of your assignment.

6. Repatriation

Upon completion of the assignment, the company will assist with your return to [Home Country] or transition to a new role as per the company's global mobility policy.

Please review this document and the attached policy handbook. To accept this assignment, please sign and return this letter by [Deadline Date].

Sincerely,

[Signature]

[Name of Authorized Manager]

[Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the international assignment under the terms and conditions outlined above.

Signature: _____ Date: _____