

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Offer of Employment - Expatriate Assignment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at our [Host City/Country] office. This letter outlines the terms of your international relocation and employment.

1. Position and Start Date

Your assignment is scheduled to begin on [Start Date] for an expected duration of [Number of Months/Years]. Your reporting manager will be [Manager Name].

2. Compensation

Your annual base salary will be [Amount] paid in [Currency]. You will also be eligible for [Bonus/Incentive schemes, if applicable].

3. Expatriate Benefits and Allowances

To assist with your transition, the company provides the following:

- **Relocation Allowance:** A one-time payment of [Amount].
- **Housing Allowance:** A monthly stipend of [Amount].
- **Cost of Living Adjustment (COLA):** [Amount/Percentage] per month.
- **Home Leave:** [Number] round-trip economy flights per year for you and your immediate family.

4. Taxation and Legal

The company will provide tax preparation services via [Tax Firm Name]. You are responsible for complying with the laws of both your home and host countries. This offer is contingent upon obtaining the necessary work permits and visas.

5. Health and Insurance

You will be enrolled in our international medical insurance plan, which covers [Details of coverage].

6. Repatriation

Upon completion of the assignment, the company will provide relocation assistance back to your home country or to a new designated location.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the terms of this expatriate offer.

Signature: _____ Date: _____