

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: International Assignment Agreement

Dear [Employee Name],

We are pleased to confirm your international assignment with [Company Name]. This letter outlines the terms and conditions of your relocation to [Host Country].

1. Assignment Details

Host Location: [City, Country]
Expected Start Date: [Date]
Expected End Date: [Date]
Job Title: [Title]
Host Manager: [Manager Name]

2. Compensation and Salary

Your base salary will be [Amount] per [Year/Month], paid in [Currency]. Any applicable cost-of-living adjustments (COLA) will be calculated as [Amount/Percentage].

3. Housing and Relocation

The company will provide a housing allowance of [Amount] per month. Relocation expenses, including airfare and shipping of personal goods, will be covered up to [Limit].

4. Taxation

You will be responsible for complying with tax laws in both the home and host countries. The company [will/will not] provide tax equalization services.

5. Benefits and Insurance

You will be enrolled in the international health insurance plan effective [Date]. All other standard corporate benefits will remain in effect.

6. Repatriation

Upon completion of the assignment, the company will assist with your return to [Home Country] in a position comparable to your current role, subject to business needs.

7. Termination

This agreement may be terminated by either party with [Number] days' written notice.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Authorized Representative]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the terms of the International Assignment as stated above.

Signature: _____

Date: _____