

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Subject: Assignment Letter - [Host Country Name]

Dear [Employee Name],

We are pleased to confirm the terms of your international assignment with [Company Name]. This letter outlines the compensation and benefits package applicable to your role as [Job Title] in [Host City, Host Country].

1. Assignment Details

The expected duration of this assignment is [Number] years, starting on [Start Date] and ending on or about [End Date].

2. Base Salary

Your annual gross base salary will be [Amount] [Currency]. This will be paid in [Home/Host] currency on a [Monthly/Bi-weekly] basis.

3. Expatriate Allowances

To assist with your transition and cost of living differences, you will receive the following monthly allowances:

- Cost of Living Allowance (COLA): [Amount]
- Housing Allowance: [Amount or Description]
- Utility Allowance: [Amount]

4. Relocation Support

The company will provide a one-time Relocation Allowance of [Amount] to cover incidental expenses. Additionally, the company will cover the costs of shipping household goods and airfare for you and your eligible dependents.

5. Taxation

This assignment is subject to [Tax Equalization/Tax Protection] policy. The company will provide professional tax preparation services for the duration of your assignment.

6. Healthcare and Insurance

You will be enrolled in the International Health Insurance Plan, which provides comprehensive coverage in [Host Country] and emergency evacuation services.

7. Home Leave

You are entitled to [Number] round-trip economy class tickets per year for you and your dependents to your home country.

8. Repatriation

Upon successful completion of the assignment, the company will provide relocation assistance to return you to your home country or move you to a new assignment location.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Authorized Official]

[Title]

[Company Name]

Employee Acceptance:

I accept the terms and conditions outlined in this letter.

Signature: _____ Date: _____