

[Company Name]
[Department]
[Date]

To: [Employee Name]
Employee ID: [ID Number]
Assignment Location: [Host Country]

Subject: Acknowledgment of Tax Equalization Policy

I hereby acknowledge that I have received, read, and understood the [Company Name] Tax Equalization Policy regarding my international assignment.

By signing this document, I agree to the following terms:

- I understand that the goal of this policy is to ensure that my tax burden remains approximately the same as it would have been had I stayed in my home country.
- I agree to the calculation and deduction of a "Hypothetical Tax" from my compensation.
- I agree to cooperate with the company's designated tax service provider for the preparation of all required tax returns.
- I understand that any tax refunds received from host or home country authorities related to the assignment period are the property of the Company and must be remitted accordingly.
- I agree to provide all necessary financial documentation in a timely manner to ensure compliance with global tax laws.

I understand that failure to comply with the terms of this policy may result in financial penalties or disciplinary action.

Employee Signature

Date

Company Representative Name