

[Company Name - Host Country Branch]
[Company Address]
[City, Postcode]
[Country]

[Date]

[Employee Full Name]
[Employee Address]
[City, Postcode]
[Home Country]

Subject: Offer of Employment in [Host Country Name]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name] in [Host Country]. This letter outlines the terms and conditions of your local employment contract.

- 1. Position and Duties:** You will be employed as [Job Title], reporting to [Manager Name/Title]. Your primary responsibilities include [Brief Description of Duties].
- 2. Commencement Date:** Your employment will begin on [Start Date], subject to the successful processing of your [Work Permit/Visa Type].
- 3. Compensation:** Your gross monthly salary will be [Amount] in [Local Currency], payable in accordance with local payroll cycles. This salary is subject to local taxes and statutory deductions as required by [Host Country] law.
- 4. Working Hours:** Your standard working hours will be [Number] hours per week, from [Start Time] to [End Time], [Days of the week].
- 5. Benefits and Leave:** You will be entitled to [Number] days of annual leave per year, plus public holidays in [Host Country]. You will also receive [List Benefits such as Health Insurance, Housing Allowance, etc.].
- 6. Compliance:** This contract is governed by the labor laws of [Host Country]. You are required to maintain valid legal status and work authorization throughout the duration of your employment.
- 7. Probation and Notice:** You will serve a probationary period of [Number] months. During or after this period, the notice period for termination by either party is [Number] weeks/months.

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

Yours sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the terms and conditions of employment as stated above.

Signature: _____ Date: _____