

[Current Date]

[Employee Name]

[Current International Address]

[City, Country]

Subject: Repatriation Planning and Assignment Conclusion

Dear [Employee Name],

As your international assignment in [Host Country] is scheduled to conclude on [Assignment End Date], we would like to formally begin the repatriation planning process to ensure a smooth transition back to [Home Country].

This letter outlines the initial steps and support available to you during this transition:

- **New Role and Placement:** Your repatriation role will be [Job Title] within the [Department Name] department, reporting to [Manager Name]. Your effective start date in the home office will be [Start Date].
- **Relocation Services:** [Company Name] has authorized [Relocation Company Name] to assist with your move. They will contact you to coordinate household goods shipment, travel arrangements, and temporary housing if required.
- **Repatriation Allowance:** You are eligible for a repatriation allowance of [Amount], which will be paid in your [Month] payroll to assist with miscellaneous transition expenses.
- **Tax and Immigration:** A final consultation with [Tax Firm Name] will be scheduled to discuss your year-end tax filings and the closure of your host-country tax obligations. Please ensure all local visas and work permits are cancelled according to local regulations.
- **Transition Support:** We offer a repatriation briefing session to discuss cultural re-entry and administrative changes to your benefits and payroll.

Please review your specific Repatriation Agreement for a detailed breakdown of your entitlements and obligations. We request that you confirm your receipt of this notice and your intent to repatriate by signing below and returning this copy to the HR Department by [Date].

We thank you for your contributions during your assignment in [Host Country] and look forward to your return to the home office.

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge the terms of my repatriation as outlined above.

Signature: _____ Date: _____