

[Date]

[Employee Name]

[Employee ID]

[Home Country Address]

Subject: Welcome to Your International Assignment - Benefits and Compensation Summary

Dear [Employee Name],

Congratulations on your international assignment to [Host Country/City]. We are pleased to welcome you to the [Company Name] expatriate program. To assist with your transition, this letter outlines the specific benefits and compensation structure applicable to your assignment starting on [Start Date].

1. Salary and Compensation

- Base Salary: [Amount and Currency]
- Expatriate Premium: [Amount/Percentage]
- Cost of Living Allowance (COLA): [Amount per month]
- Hardship Allowance (if applicable): [Amount/Percentage]

2. Housing and Utilities

- Housing Allowance: [Amount per month] or [Company Provided Housing Details]
- Utility Coverage: [Details on electricity, water, gas, and internet coverage]

3. Tax and Localization

- Tax Equalization: [Briefly describe policy, e.g., Net Salary Guarantee]
- Tax Preparation Services: Provided by [Vendor Name]

4. Relocation and Travel

- Relocation Grant: [One-time payment amount]
- Shipment of Household Goods: [Weight limit or container size]
- Home Leave: [Number of trips] per year for employee and eligible dependents.

5. Healthcare and Insurance

- International Health Insurance: Provided by [Provider Name]
- Emergency Evacuation Coverage: Included

6. Education Assistance

- Education Allowance: [Details for dependent children schooling]

Your Global Mobility Specialist, [Name], will contact you shortly to begin the visa and logistics process. Please sign below to acknowledge your receipt and understanding of these assignment terms.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Acknowledgment:

I accept the benefits and compensation terms as outlined above.

Signature: _____ Date: _____