

[Company Name]
[Address Line 1]
[City, Country]
[Date]

[Employee Name]
[Employee ID]
[Current Address]

Subject: International Assignment Transfer Letter

Dear [Employee Name],

We are pleased to confirm your international assignment transfer to our office in [Host Country]. This letter outlines the terms and conditions of your relocation and new role.

1. Assignment Details

Your new job title will be [New Job Title], reporting to [Manager Name]. Your assignment is scheduled to begin on [Start Date] and is expected to last for a duration of [Number of Months/Years].

2. Compensation and Salary

Your base salary will be [Amount] per [Year/Month], paid in [Currency]. This salary will be subject to local taxes and statutory deductions in [Host Country].

3. Allowances and Benefits

To support your transition, the company will provide the following:

- [Housing Allowance Amount/Details]
- [Cost of Living Adjustment Details]
- [Relocation/Shipping Allowance]
- [Annual Home Leave Airfare]

4. Taxation and Legal

The company will provide tax equalization services to ensure your net take-home pay remains consistent with your home country status. You are responsible for maintaining a valid work permit and visa, which the company will facilitate.

5. Repatriation

Upon completion of the assignment, the company will assist with your relocation back to [Home Country] or to another international location as agreed upon at that time.

Please sign and return a copy of this letter to acknowledge your acceptance of this international assignment.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I, [Employee Name], accept the terms of the international transfer as outlined above.

Signature: _____ Date: _____