

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

RE: International Assignment Offer

Dear [Employee Name],

We are pleased to confirm your international assignment with [Company Name]. This letter outlines the terms and conditions of your expatriate placement.

1. Assignment Details

Host Location: [City, Country]
Job Title: [Position Title]
Reporting To: [Manager Name/Title]
Estimated Start Date: [Date]
Expected Duration: [Number] months/years

2. Compensation and Salary

Your base salary will be [Amount] per [Month/Year], paid in [Currency]. You will remain on the [Home/Host] country payroll for the duration of this assignment.

3. Expatriate Allowances

During your assignment, you will be eligible for the following:

- Housing Allowance: [Amount/Description]
- Cost of Living Adjustment (COLA): [Amount]
- Relocation Shipment: [Details of shipment allowance]
- Home Leave: [Number] return flights per year for you and your dependents.

4. Taxation

The company will provide tax equalization services through [Tax Firm Name] to ensure your tax liability remains approximately the same as it would have been in your home country.

5. Medical and Insurance

You will be enrolled in the International Healthcare Plan, providing coverage in the host country and worldwide.

6. Repatriation

Upon completion of the assignment, the company will assist with your relocation back to [Home Country] or to a new assignment location, subject to business needs.

7. Governing Law

This agreement is governed by the laws of [Country/State].

Please indicate your acceptance of this assignment by signing below.

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

[Employee Signature]

Date: _____