

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

[Employee Name]
[Current Employee Address]

RE: INTERNATIONAL TEMPORARY ASSIGNMENT OFFER

Dear [Employee Name],

We are pleased to offer you a temporary international assignment with [Host Entity Name] in [City, Country]. This letter outlines the terms and conditions of your assignment.

1. Assignment Details:

The assignment is scheduled to begin on [Start Date] and is expected to conclude on [End Date]. Your job title during this period will be [Job Title], reporting directly to [Manager Name].

2. Compensation and Salary:

Your base salary will remain at [Amount] per [Year/Month]. You will be paid in [Currency] via [Home/Host] country payroll. [Optional: Mention any cost-of-living allowances or hardship premiums].

3. Housing and Relocation:

The company will provide [Housing Allowance Amount or Description of Provided Housing]. One-round trip economy airfare will be provided for you [and eligible dependents] at the start and end of the assignment.

4. Taxes and Benefits:

You will remain eligible for [Home Country] benefits. Tax equalization policies [will/will not] apply to ensure your net tax burden remains similar to your home country status.

5. Immigration and Work Authorization:

This assignment is contingent upon obtaining the necessary work permits and visas. The company will assist with the application process and cover associated legal fees.

6. Repatriation:

Upon completion of the assignment, you will return to your home country position or an equivalent role, subject to business needs at that time.

Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title]

Employee Acceptance:

I accept the terms of the international assignment as described above.

Signature: _____ Date: _____