

[Company Logo]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Assignment Transfer

Dear [Employee Name],

We are pleased to confirm your temporary assignment transfer to our office in [Host City, Host Country]. This assignment is intended to support [Project Name/Business Objective] and will provide you with a valuable international professional experience.

The details of your temporary assignment are as follows:

- **Host Entity:** [Host Company Name]
- **Assignment Title:** [New Job Title]
- **Start Date:** [Date]
- **Expected End Date:** [Date]
- **Reporting Manager:** [Manager Name]

Compensation and Benefits:

During this assignment, your base salary will remain [Amount] paid in [Currency]. You will also be eligible for the following expatriate benefits:

- [Housing Allowance/Provided Accommodation]
- [Cost of Living Adjustment - COLA]
- [Relocation/Flight Allowance]
- [International Health Insurance]

Taxation and Legal:

You will remain an employee of [Home Company Name]. However, you are required to comply with the tax laws and work permit regulations of [Host Country]. The company will provide [Tax Consultation/Visa Processing] support.

Repatriation:

Upon completion of this assignment, you will return to your home location at [Home City] or as otherwise agreed upon by the company.

Please sign below to indicate your acceptance of the terms of this temporary transfer.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the terms and conditions of this temporary assignment.

Signature: _____ Date: _____