[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Offer of International Assignment

Dear [Employee Name],

We are pleased to formally offer you an international assignment with [Company Name]. This letter outlines the terms and conditions of your expatriate posting.

1. Assignment Details
Host Country: [Country]
Host City: [City]
Position Title: [Title]
Anticipated Start Date: [Date]
Expected Duration: [Number of Months/Years]

2. Compensation and Salary
Your base annual salary will be [Amount] in [Currency]. This will be paid via [Home Country/Host Country] payroll. You will remain eligible for the company's annual performance bonus program.

3. Allowances and Benefits
During the term of this assignment, the company will provide the following:
- **Cost of Living Allowance (COLA):** [Amount] per month.
- **Housing Allowance:** [Amount] or [Description of provided housing].
- **Relocation Allowance:** A one-time payment of [Amount] for shipping and incidentals.
- **Home Leave:** [Number] round-trip economy flights per year for you and your dependents.

4. Taxation
The company will apply a [Tax Equalization/Tax Protection] policy to ensure your net take-home pay is approximately the same as if you had remained in your home country.

5. Visa and Work Authorization
This offer is contingent upon the successful procurement of all necessary work permits and visas required by [Host Country]. The company will cover all associated legal and processing fees.

6. Medical and Insurance
You will be enrolled in the company's international healthcare plan, providing coverage in both your host and home countries.

7. Repatriation
Upon completion of the assignment, the company will assist with your relocation back to [Home Country] or to a subsequent assignment location as per company policy.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acceptance:

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

Signature: _____ Date: _____