Date: [Date]

To: [Employee Name]
Position: [Job Title]
Home Country: [Home Country]
Host Country: [Host Country]

Dear [Employee Name],

We are pleased to confirm the terms of your international assignment. This letter outlines your compensation package and the benefits applicable during your tenure in [Host Country].

1. Assignment Details

Assignment Start Date: [Start Date]
Expected Duration: [Number of Months/Years]
Reporting Manager: [Manager Name]

2. Compensation

Base Salary: Your annual base salary will be [Amount] in [Currency].
Cost of Living Allowance (COLA): You will receive a monthly allowance of [Amount] to adjust for the cost of living differences.
Hardship Allowance: [If applicable, Amount] per month.

3. Housing and Utilities

Housing Allowance: The company will provide a monthly budget of [Amount] toward rental accommodation.
Utilities: [Specify if company pays or if included in allowance].

4. Relocation and Travel

Relocation Grant: A one-time lump sum of [Amount] for miscellaneous moving expenses.
Airfare: The company will provide economy/business class tickets for you and your dependents at the start and end of the assignment.
Home Leave: You are entitled to [Number] annual round-trip tickets to your home country.

5. Education and Benefits

Education Allowance: [Specify amount per child or "Not Applicable"].
Medical Insurance: You will be enrolled in the International Healthcare Plan, providing coverage in both home and host countries.
Tax Assistance: The company will provide professional tax preparation services for the duration of your assignment.

6. Tax Treatment

This assignment is subject to [Tax Equalization / Tax Protection] policy. Your net take-home pay will be approximately the same as if you had remained in your home country.

Please review these terms. If you accept this package, sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms of the expatriate compensation and benefits package as outlined above.

Signature: _____ Date: _____