[Date]

[Employee Name]
[Employee Address]
[City, Country]

Subject: Cross-Border Secondment Agreement

Dear [Employee Name],

We are pleased to confirm the terms of your international secondment from [Home Company Name] ("Home Company") to [Host Company Name] ("Host Company").

1. Secondment Period
The secondment will commence on [Start Date] and is expected to conclude on [End Date], unless terminated earlier or extended by mutual agreement.

2. Position and Duties
During this period, you will hold the position of [Job Title] at the Host Company in [Host Country]. You will report directly to [Manager Name/Title].

3. Employment Status
You will remain an employee of the Home Company at all times. This agreement is an amendment to your existing contract of employment and does not create a contract of employment with the Host Company.

4. Remuneration and Benefits
Your base salary will be [Amount/Currency] per [Period]. You will continue to be paid by [Home Company/Host Company] via [Local/Shadow] payroll. Benefits such as [Health Insurance/Pension] will be handled as follows: [Details].

5. Allowances and Relocation
The Company will provide the following support:
- [Relocation Allowance]
- [Housing Allowance]
- [Cost of Living Adjustment]
- [Visa/Work Permit Processing Costs]

6. Taxation and Social Security
You are responsible for compliance with tax laws in both the Home and Host countries. [Optional: The Company will provide tax equalization support or tax briefing services].

7. Governing Law
This agreement is governed by the laws of [Home Country Jurisdiction].

8. Repatriation
At the end of the secondment, you will return to a position within the Home Company that is commensurate with your skills and seniority.

Please sign below to indicate your acceptance of these terms.

Yours sincerely,

[Name of Authorized Signatory]
[Title]
[Home Company Name]

Employee Acceptance:

I accept the terms and conditions of the secondment as outlined above.

Signature: _____
Date: _____