[Company Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Current Host Country Address]

Subject: Notification of Repatriation and Return Assignment

Dear [Employee Name],

This letter serves as official confirmation regarding the conclusion of your international assignment in [Host Country] and your repatriation to [Home Country/Home Office].

1. Assignment End Date
Your current assignment is scheduled to conclude on [End Date]. Your final working day in [Host City] will be [Last Working Day Date].

2. Return Position
Effective [Start Date], you will be appointed to the position of [Job Title] within the [Department Name] department, reporting to [Manager Name]. Your work location will be [Office Location/City].

3. Relocation and Travel
The company will provide support for your relocation as per the [Policy Name]. This includes:
- One-way airfare for you and your eligible dependents.
- Shipment of household goods and personal effects.
- Temporary housing for a period of [Number] days, if required.

4. Repatriation Logistics
Please coordinate with the Global Mobility Team regarding the following:
- Termination of local lease agreements.
- Closing of local bank accounts and utility services.
- Tax briefing for the current and upcoming tax year.
- De-registration with local authorities.

5. Compensation and Benefits
Upon your return, your salary will be adjusted to [Amount] in [Currency]. Your enrollment in home-country benefit plans, including health insurance and retirement contributions, will be reinstated effective [Date].

We thank you for your contributions during your international assignment and look forward to your return to the home office.

Please sign and return a copy of this letter to acknowledge your acceptance of the repatriation terms.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]

Acknowledgment:

I, [Employee Name], accept the terms of my repatriation as outlined above.

Signature: _____ Date: _____