[Company Header/Logo]

[Date]

[Employee Name]
[Employee Address]

Subject: Intercompany Transfer Assignment Letter

Dear [Employee Name],

We are pleased to confirm your intercompany transfer and assignment to **[Host Company Name]**. This letter outlines the terms and conditions of your new assignment.

1. Assignment Details
Your assignment will be located at **[City, Country]**. Your new position will be **[Job Title]**, reporting to **[Manager Name]**.

2. Effective Date and Duration
The assignment is scheduled to begin on **[Start Date]** and is expected to last for a period of **[Duration, e.g., 2 years]**, unless terminated earlier in accordance with company policy.

3. Compensation and Benefits
Your base salary will be **[Amount]** per **[Year/Month]**, paid in **[Currency]**. You will continue to be eligible for **[List Benefits, e.g., health insurance, retirement plans]** as applicable to employees at the host location.

4. Relocation Support
The company will provide the following relocation assistance:
- [Relocation Allowance Amount]
- [Visa/Work Permit Assistance]
- [Travel Expenses]

5. Repatriation
Upon completion of the assignment, the company will assist in your transition back to **[Home Company Name]** or another location, subject to business needs and performance.

6. Governing Law
This assignment is subject to the labor laws of **[Host Country]** and the internal policies of **[Company Name]**.

Please indicate your acceptance of this assignment by signing and returning a copy of this letter by **[Date]**.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment and Acceptance:

I accept the terms of the intercompany transfer as described above.

Signature: _____ Date: _____