

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee ID]

[Current Home Address]

Subject: Mutual Agreement - International Assignment Transfer

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] (the "Company") and you regarding your international assignment transfer to [Host Country].

1. Assignment Details:

- **Host Entity:** [Name of Host Entity/Branch]
- **Position Title:** [New Job Title]
- **Effective Date:** [Start Date]
- **Expected Duration:** [Number of Months/Years]

2. Compensation and Benefits:

Your base salary will be [Amount] per [Year/Month], paid in [Currency]. You will be eligible for the following international benefits as per company policy: [List benefits such as housing allowance, relocation grant, or tax equalization].

3. Relocation and Visas:

The Company will provide assistance with obtaining the necessary work permits and visas. This transfer is contingent upon the successful issuance of all required legal documentation by the authorities in [Host Country].

4. Terms of Employment:

Except as modified by this letter or the attached International Assignment Policy, the terms and conditions of your employment contract dated [Original Hire Date] shall remain in effect. At the end of this assignment, the Company intends to repatriate you to [Home Country], subject to business needs and performance.

5. Acceptance:

By signing below, both parties acknowledge their agreement to the terms of this international transfer.

For and on behalf of [Company Name]:

[Name of Authorized Signatory]
[Title]

Acknowledged and Agreed by [Employee Name]:

[Employee Signature]
[Date]