

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Employment - Expatriate Assignment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. This offer is for an international assignment based in [Host City, Host Country].

1. Assignment Term

The expected start date is [Start Date]. The initial duration of this assignment is [Number] years, with the possibility of extension by mutual agreement.

2. Compensation

- **Base Salary:** [Amount] per [Month/Year] paid in [Currency].
- **Expatriate Premium:** [Amount/Percentage] of base salary.
- **Cost of Living Allowance (COLA):** [Amount] per month, reviewed quarterly.

3. Family Relocation Benefits

- **Relocation Flight:** One-way business class airfare for you, your spouse, and legal dependents.
- **Shipment of Goods:** Full container shipment (surface) and air freight allowance of [Weight/Volume].
- **Relocation Allowance:** A one-time "settling-in" payment of [Amount].

4. Housing and Utilities

The company will provide a monthly housing allowance of [Amount] or provide company-standard serviced accommodation. Utilities such as electricity, water, and gas will be [reimbursed/covered] up to a monthly cap of [Amount].

5. Education Assistance

The company will cover 100% of tuition and registration fees for [Number] dependent children at an approved international school in [Host City].

6. Taxation

This assignment is offered on a **Tax Equalization** basis. You will be responsible for a "stay-at-home" tax, and the company will pay the actual taxes due in the host country.

7. Medical and Insurance

You and your accompanying family members will be enrolled in the International Private Medical Insurance (IPMI) plan, including dental, vision, and emergency evacuation.

8. Home Leave

You are entitled to [Number] days of annual leave. The company will provide one round-trip economy/business class flight for you and your family to your home country per year.

9. Immigration and Work Permits

This offer is contingent upon the successful processing of required work visas and residency permits. The company will manage and fund all application processes.

Please sign and return this letter by [Expiry Date] to indicate your acceptance.

Sincerely,

[Name of Hiring Manager/HR Director]
[Company Name]

Acceptance

I, [Candidate Name], accept the terms of this expatriate offer.

Signature: _____ Date: _____