

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

RE: Offer of International Assignment / Expatriate Employment

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. This offer is for a cross-border relocation from [Current Country] to [Host Country].

1. Assignment Details

Your assignment is expected to begin on [Start Date] for an initial duration of [Number] years. Your primary work location will be [Host City, Host Country].

2. Compensation

Your gross annual base salary will be [Amount] [Currency]. Salary payments will be made in [Currency] via [Local/Home] payroll, subject to applicable taxes.

3. Relocation Benefits

The company will provide the following relocation assistance:

- One-way airfare for you and your immediate family.
- Shipment of household goods up to [Limit].
- Temporary housing for up to [Number] days upon arrival.
- Relocation allowance of [Amount] to cover incidental expenses.

4. Immigration and Work Authorization

This offer is contingent upon your ability to obtain the necessary work permits and visas for [Host Country]. The company will provide legal assistance for this process.

5. Housing and Education

[Optional: The company will provide a monthly housing allowance of [Amount] / The company will provide tuition assistance for dependent children up to [Amount].]

6. Tax Support

The company will provide professional tax preparation services for the first year of your assignment to assist with your home and host country tax filings.

7. Repatriation

At the end of the assignment, the company will provide relocation assistance back to [Home Country] or to a new designated location, provided the assignment is completed successfully.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Name of Hiring Manager/HR Representative]
[Title]

Acceptance:

I, [Candidate Name], accept the offer of employment and the terms of relocation as outlined above.

Signature: _____ Date: _____