

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]

RE: Offer of Employment - [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name], based in [Host City, Host Country]. This letter outlines the terms of your international assignment and executive placement.

1. Position and Reporting

You will serve as [Job Title], reporting directly to [Name/Title of Supervisor]. Your effective start date is anticipated to be [Date], subject to the successful processing of required work permits and visas.

2. Compensation

Your annual base salary will be [Amount] [Currency], payable in accordance with the company's standard payroll schedule. You will also be eligible for an annual executive performance bonus with a target of [Percentage]% of your base salary.

3. Relocation Allowance and Services

The company will provide a comprehensive relocation package, including:

- Airfare for you and your immediate family to [Host City].
- Shipment of household goods and personal effects up to [Weight/Limit].
- [Number] days of temporary corporate housing upon arrival.
- A one-time relocation disturbance allowance of [Amount] [Currency].

4. Expatriate Benefits

To support your transition, you will receive the following additional benefits:

- **Housing Allowance:** A monthly stipend of [Amount] towards local housing.
- **Education Allowance:** Coverage for tuition fees for dependent children at an approved international school.
- **Home Leave:** [Number] annual round-trip business class tickets to your home country for you and your family.
- **Tax Equalization:** The company will ensure your tax liability is approximately what it would have been in your home country.

5. Healthcare and Insurance

You will be enrolled in our Global Executive Health Plan, providing comprehensive medical, dental, and vision coverage worldwide, including emergency evacuation services.

6. Term and Termination

This assignment is intended for a period of [Number] years, with the possibility of extension. Either party may terminate this agreement with [Number] days' written notice.

7. Conditions of Offer

This offer is contingent upon your ability to obtain the necessary work authorization for [Host Country] and the successful completion of a background check.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

Acceptance

I, [Candidate Name], accept the offer of [Job Title] as outlined above.

Signature: _____ Date: _____