

Date: [Insert Date]

Name: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of International Assignment

Dear [Candidate Name],

We are pleased to offer you an international assignment with [Company Name]. This letter outlines the terms and conditions of your expatriate placement.

1. Assignment Details

- **Position Title:** [Job Title]
- **Host Location:** [City, Country]
- **Home Location:** [City, Country]
- **Start Date:** [Date]
- **Expected Duration:** [Number of Months/Years]

2. Compensation and Salary

Your base salary will be [Amount] per [Year/Month], paid in [Currency]. You will remain on the [Home/Host] country payroll system. This salary is subject to applicable statutory deductions.

3. Expatriate Allowances and Benefits

- **Cost of Living Allowance (COLA):** [Amount] per month.
- **Housing Allowance:** [Amount] or [Company Provided Housing].
- **Relocation Allowance:** A one-time payment of [Amount] for miscellaneous expenses.
- **Home Leave:** [Number] round-trip tickets to your home country per year.
- **Education Assistance:** [Details regarding tuition for dependents, if applicable].

4. Tax and Social Security

The company will apply a [Tax Equalization/Tax Protection] policy to ensure your net take-home pay remains consistent with your home country status. Detailed tax briefings will be provided by [Accounting Firm Name].

5. Medical and Insurance

You will be enrolled in the International Health Insurance Plan, which provides coverage in the host country and worldwide.

6. Visa and Work Permits

This offer is contingent upon the successful procurement of all necessary visas and work permits. The company will manage and fund the application process.

7. Repatriation

At the end of the assignment, the company will assist with your repatriation to [Home Country] or transition to a new role as per the company's global mobility policy.

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

Sincerely,

[Name of Hiring Manager/HR Director]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Candidate Name], accept the terms of the international assignment as outlined in this letter.

Signature: _____ Date: _____