

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Current Address]

Subject: Offer of Permanent International Transfer and Relocation

Dear [Employee Name],

We are pleased to formally offer you a permanent transfer to the position of [Job Title] at our [New Office Location] office, effective [Effective Date]. This offer is subject to your ability to obtain the necessary legal work authorization for [New Country].

1. Compensation and Role

- **Reporting Manager:** [Manager Name]
- **Annual Base Salary:** [Amount] in [Local Currency]
- **Payroll:** You will be transitioned to the [New Country] local payroll.
- **Bonus Eligibility:** [Details of local bonus structure].

2. Relocation Benefits

To assist with your transition, the company will provide the following relocation support:

- **Airfare:** One-way economy class tickets for you and your immediate family.
- **Shipping:** Allowance of [Amount] for the shipment of household goods.
- **Temporary Housing:** Provided for [Number] days upon arrival.
- **Relocation Allowance:** A one-time lump sum of [Amount] to cover incidental expenses.

3. Immigration and Tax

The company will cover all government and legal fees associated with your work visa application. Please note that you will be responsible for your personal tax liabilities in [New Country]; however, the company will provide a one-time consultation with a tax professional.

4. Benefits and Leave

Upon your transfer, your current benefits will end, and you will be enrolled in the local benefit plans of [New Country], including health insurance and retirement schemes. Your service years with the company will be recognized for the purpose of calculating vacation entitlement.

5. Repayment Agreement

Should you voluntarily resign or be terminated for cause within [Number] months of your transfer date, you agree to reimburse the company for a pro-rated portion of the relocation expenses paid on your behalf.

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

Sincerely,

[Name of Authorized Signatory]

[Title]

[Company Name]

Employee Acceptance:

I accept the offer of permanent international transfer as outlined above.

Signature: _____ Date: _____