

[Date]

[Candidate Name]
[Candidate Address]
[City, Country]

Subject: Offer of Employment

Dear [Candidate Name],

Following your introduction via **[Recruitment Agency Name]**, we are pleased to offer you the position of **[Job Title]** with **[Company Name]** in **[Work Location/Country]**.

The terms and conditions of your expatriate assignment are as follows:

- **Base Salary:** [Amount and Currency] per month/year.
- **Housing Allowance:** [Details of housing provision or stipend].
- **Relocation Package:** [Flight details, shipping allowance, and initial temporary lodging].
- **Visa and Work Permit:** The company will sponsor and manage all necessary legal documentation.
- **Medical Insurance:** Comprehensive international coverage for you [and eligible dependents].
- **Annual Leave:** [Number] days per year, plus public holidays.
- **Home Leave:** [Number] return economy airfare(s) to your home country per year.

This offer is contingent upon the successful completion of a background check, medical clearance, and the approval of your work visa by the local authorities.

Please confirm your acceptance of this offer by signing below and returning a copy to us by [Deadline Date]. We will then coordinate with **[Recruitment Agency Name]** to begin your mobilization process.

We look forward to welcoming you to the team.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____