

[Company Header/Logo Placeholder]

[Date]

[Candidate Name]

[Candidate Address]

Subject: Offer of Employment and International Relocation

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] based in [Host City, Host Country]. This letter outlines the terms of your international relocation and employment package.

1. Position and Reporting

In your role as [Job Title], you will report directly to [Manager Name/Title]. Your expected start date in [Host City] is [Start Date].

2. Compensation

Your annual gross base salary will be [Amount] [Currency], payable in accordance with the local payroll cycle. You are also eligible for an annual executive bonus with a target of [Percentage]% of your base salary.

3. Relocation Allowance and Logistics

The company will provide a one-time relocation allowance of [Amount] [Currency] to cover incidental costs. We will also cover the direct costs of shipping household goods via our preferred vendor, up to a [Number]-foot container.

4. Housing Assistance

To assist with your transition, the company will provide [Number] months of temporary corporate housing upon arrival. Additionally, you will receive a monthly housing allowance of [Amount] [Currency] for the duration of your assignment.

5. Visa and Immigration

This offer is contingent upon the successful procurement of a valid work permit and residency visa for [Host Country]. The company will manage and fund the application process for you and your legal dependents.

6. Tax Equalization and Support

You will be provided with professional tax briefing services from [Tax Firm Name] to ensure compliance with both home and host country regulations. This position is subject to the company's Tax Equalization Policy.

7. Education and Healthcare

The company will provide an education subvention for up to [Number] children at an

international school, capped at [Amount] per year. You will also be enrolled in our Executive International Private Medical Insurance (IPMI) plan.

8. Annual Leave and Home Leave

You will be entitled to [Number] days of annual leave. Additionally, the company will provide [Number] round-trip business class tickets per year for you and your family to your home country.

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

Sincerely,

[Name of Signing Officer]

[Title]

[Company Name]

Acceptance:

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

[Signature]

[Date]