

[Company Logo/Letterhead]

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Subject: Offer for Short-Term International Assignment

Dear [Employee Name],

We are pleased to offer you a short-term international assignment with [Company Name]. This letter outlines the terms and conditions of your assignment.

1. Assignment Details

Host Location: [City, Country]

Host Entity: [Name of Host Subsidiary/Office]

Position Title: [Title during assignment]

Reporting Manager: [Manager Name]

Estimated Start Date: [Date]

Estimated End Date: [Date] (Expected duration: [Number] months)

2. Compensation and Salary

Your base salary will remain [Amount] per [Pay Period], paid in [Currency] by your home country payroll. You will remain on your current home country benefit plans during this assignment.

3. Relocation and Housing

The company will provide the following support for your transition:

- Round-trip economy airfare between [Home City] and [Host City].
- Corporate housing or a monthly housing allowance of [Amount].
- Reasonable shipment of personal effects up to [Weight/Volume Limit].

4. Per Diem and Allowances

You will receive a daily/monthly per diem of [Amount] to cover meals and incidental expenses while at the host location. This will be paid via [Method of Payment].

5. Tax and Immigration

The company will provide assistance with obtaining the necessary work permits and visas. You are responsible for complying with all local laws. [Optional: Tax equalization/Tax briefing services will be provided].

6. Termination of Assignment

The company reserves the right to terminate this assignment at any time for business reasons or

performance issues. Upon completion or termination of the assignment, you will return to your home country position or an equivalent role.

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

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

Acceptance:

I accept the terms of the short-term international assignment as outlined above.

[Employee Signature]

[Date]