

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

Subject: International Assignment Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. This offer is for an international assignment based in [Host City, Host Country], reporting to [Manager Name]. Your anticipated start date is [Date].

1. Assignment Term

This assignment is expected to last for a duration of [Number] years, concluding on or about [End Date].

2. Compensation

- **Base Salary:** [Amount] per [Month/Year], paid in [Currency].
- **Expatriate Allowance:** A monthly cost-of-living allowance (COLA) of [Amount].
- **Hardship Premium:** [Amount/Percentage], if applicable.

3. Relocation Benefits

The company will provide the following relocation support:

- **Airfare:** One-way business class airfare for you and your immediate dependents.
- **Shipping:** Shipment of household goods up to [Weight/Volume limit].
- **Temporary Housing:** Provided for up to [Number] days upon arrival.
- **Relocation Allowance:** A one-time lump sum of [Amount] for incidental expenses.

4. Housing and Utilities

[Company Name] will provide a monthly housing allowance of [Amount] or provide company-sponsored accommodation.

5. Taxation

This offer is based on a [Tax Equalization/Tax Protection] policy to ensure your net take-home pay remains consistent with your home country status.

6. Education and Healthcare

- **Education:** Reimbursement for tuition fees at approved international schools for [Number] children.
- **Medical:** Comprehensive international health insurance for you and your dependents.

7. Home Leave

You will be entitled to [Number] round-trip economy class tickets to your home country per year.

8. Visa and Work Permit

This offer is contingent upon the successful procurement of all necessary visas and work permits for [Host Country].

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

Sincerely,

[Name of HR Representative]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the terms of this expatriate relocation offer.

Signature: _____ Date: _____