

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Offer of Temporary Expatriate Secondment

Dear [Employee Name],

We are pleased to offer you a temporary secondment placement with **[Host Company Name]** located in **[Host Country/City]**. This assignment is intended to facilitate knowledge transfer and support your professional development.

The terms and conditions of your secondment are as follows:

- **Position Title:** [Insert Title during secondment]
- **Host Manager:** [Insert Manager Name]
- **Start Date:** [Insert Date]
- **Estimated End Date:** [Insert Date]
- **Primary Base Salary:** Your current base salary of [Amount/Currency] will remain unchanged and will continue to be paid by [Home Company Name].

Expatriate Allowances and Benefits:

- **Cost of Living Allowance (COLA):** [Amount/Currency] per month.
- **Housing:** [Provide details, e.g., Company provided or Housing allowance].
- **Relocation/Shipping:** [Provide details on flight and luggage allowance].
- **Taxation:** [Briefly mention tax equalization or local tax compliance].
- **Visa/Work Permit:** The company will sponsor and manage all necessary legal documentation.

During this secondment, you will remain an employee of **[Home Company Name]**. However, you are required to comply with the local policies, working hours, and public holidays of the host location.

Upon completion of the secondment, it is the intention that you will return to your home position or a comparable role within **[Home Company Name]**.

Please indicate your acceptance of this offer by signing below and returning a copy to the HR Department by [Deadline Date].

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the temporary expatriate secondment offer as outlined above.

Signature: _____ Date: _____