

[Company Name]
[Company Address]
[City, Country]
[Date]

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

Subject: Offer of Employment and Turnkey Relocation Package

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at our [Host City/Country] office. This offer includes a comprehensive turnkey relocation placement package designed to ensure a seamless transition for you and your family.

1. Position and Compensation

Your start date will be [Start Date]. Your gross annual salary will be [Amount] in [Currency], payable according to our standard payroll schedule. You will report to [Manager Name/Title].

2. Turnkey Relocation Services

The company will provide and fund the following services through our designated relocation partner:

- **Immigration:** Full processing of work permits, visas, and local registrations.
- **Travel:** Business class airfare for you and your immediate family to the host location.
- **Shipment:** Door-to-door moving services for household goods and professional packing.
- **Temporary Housing:** Fully furnished corporate housing for up to [Number] days upon arrival.
- **Home Search:** Assistance from a local agent to secure permanent housing, including lease negotiation.
- **Schooling:** Expert consultancy for school search and enrollment for dependent children.

3. Allowances and Benefits

- **Relocation Allowance:** A one-time lump sum of [Amount] to cover incidental expenses.
- **Tax Equalization:** Assistance to ensure your tax liability remains neutral during your assignment.
- **Health Insurance:** Comprehensive international medical coverage.

4. Terms of Agreement

This offer is contingent upon the successful procurement of necessary work authorizations and background checks. Please note that should you voluntarily resign within [Number] months of your start date, you will be required to repay the relocation costs on a pro-rata basis.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

Acceptance

I, [Candidate Name], accept the offer of [Job Title] and the terms of the turnkey relocation package as outlined above.

Signature: _____ Date: _____