

[Date]

[Candidate Full Name]

[Candidate Address]

[City, Country]

Subject: Offer of International Project Placement

Dear [Candidate Name],

We are pleased to offer you a placement for the international project "[Project Name]" located in [City, Country]. This offer is based on your skills and the requirements of our global operations.

Placement Details:

- **Project Title:** [Project Name]
- **Host Department:** [Department Name]
- **Placement Location:** [City, Country]
- **Start Date:** [Date]
- **Estimated Duration:** [Number of months/years]
- **Reporting Manager:** [Manager Name/Title]

Compensation and Benefits:

- **Base Salary/Stipend:** [Amount and Currency] per month.
- **Expatriate Allowance:** [Amount] for cost-of-living adjustments.
- **Housing:** [Provided/Monthly Allowance of Amount].
- **Travel:** One round-trip airfare between [Home Country] and [Host Country].
- **Insurance:** International health and travel insurance coverage.

Visa and Work Permit:

This offer is contingent upon the successful processing of your [Visa Type] and work permit. The company will provide administrative support and cover the legal fees associated with these applications.

Terms and Conditions:

During this placement, you will be expected to adhere to the local laws of [Host Country] as well as the internal policies of [Company Name]. Specific project deliverables will be discussed during your orientation.

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

We look forward to your contribution to our international team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the international project placement as outlined above.

Signature: _____ Date: _____