

[Company Letterhead/Logo]

[Date]

[Employee Full Name]

[Employee ID]

[Current Address]

Letter of Confirmation: International Relocation Placement

Dear [Employee First Name],

We are pleased to formally confirm your international relocation placement to our office in [Destination City, Country]. This letter outlines the terms of your relocation and the inclusion of your dependents in this transition.

1. Assignment Details

New Position Title: [Job Title]

Reporting Manager: [Manager Name]

Effective Relocation Date: [Start Date]

Duration: [Permanent / Fixed-Term Contract Length]

2. Dependent Inclusion

The company confirms the sponsorship and relocation support for the following legal dependents:

- [Dependent Name], [Relationship]
- [Dependent Name], [Relationship]

3. Relocation Benefits

As part of this placement, you are entitled to the following inclusive benefits:

- Visa and Work Permit processing for you and your listed dependents.
- One-way airfare to [Destination City] for you and your listed dependents.
- Household goods shipment allowance of [Amount/Weight Limit].
- Temporary housing for up to [Number] days upon arrival.
- Relocation allowance of [Amount] to cover incidental costs.

4. Compensation and Tax

Your new gross salary will be [Amount] per [Year/Month], paid in [Currency]. Please refer to the attached Tax Equalization Policy regarding your international tax obligations.

5. Housing and Education

[Optional: The company will provide a monthly housing stipend of (Amount) and/or education assistance for school-aged dependents as per the Global Mobility Policy.]

This offer is contingent upon the successful procurement of all necessary visas and work authorizations. Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of this placement.

We look forward to your continued success in this new international role.

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]

Employee Acceptance

I, [Employee Name], accept the international relocation placement and the terms described above.

Signature: _____ Date: _____