

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Home Address]

Subject: Confirmation of Expatriate Assignment and Relocation

Dear [Employee Name],

We are pleased to confirm your international assignment and relocation placement. This letter outlines the official details of your new role abroad.

Assignment Details:

- **Job Title:** [New Job Title]
- **Host Country/City:** [City, Country]
- **Host Entity:** [Name of Local Subsidiary/Branch]
- **Start Date:** [Date]
- **Estimated Duration:** [Number of Months/Years]
- **Reporting Manager:** [Manager Name]

Relocation Support:

The company will provide the following relocation assistance as per the Global Mobility Policy:

- Airfare for you [and your dependents].
- Shipment of personal household goods.
- Temporary housing for up to [Number] days.
- Visa and work permit sponsorship.
- Relocation allowance of [Amount/Currency].

Terms and Conditions:

Your base salary for this assignment will be [Amount] per [Year/Month]. You will also be eligible for [list specific allowances: e.g., housing allowance, COLA, or tax equalization].

Please sign below to indicate your formal acceptance of this relocation placement. We look forward to your contribution to our operations in [Host Country].

Sincerely,

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

Employee Acceptance:

I, [Employee Name], accept the terms of the expatriate assignment as described above.

Signature: _____ Date: _____