

[Date]

[Employee Name]

[Employee ID/Reference]

[Current Address]

[City, Country]

**Subject: International Placement Tax Code Verification**

Dear [Employee Name],

This letter is to formally confirm your tax status and the tax code assigned to your payroll account following your international placement to [Host Country] starting on [Start Date].

Based on the details of your assignment and the tax treaties between [Home Country] and [Host Country], your current tax details are as follows:

- **Payroll Entity:** [Entity Name]
- **Assigned Tax Code:** [Tax Code]
- **Tax Residency Status:** [Residency Status]
- **Effective Date:** [Date]

Please note that this tax code has been determined based on your current assignment terms. If there are any changes to your residential status, marital status, or if you receive additional income from other sources, you are required to notify the HR/Payroll department immediately as this may impact your tax liabilities.

We recommend that you keep this letter for your personal records and for any future tax filings in either jurisdiction.

Should you have any questions regarding this verification, please contact the Global Mobility team at [Email/Phone Number].

Regards,

[Name of Sender]

[Title/Position]

[Company Name]