

[Firm Name]
[Firm Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Global Mobility Tax Advisory Services

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide global mobility tax advisory services to [Company Name] (the "Company") regarding its international assignee population.

1. Scope of Services

We will provide the following services as requested:

- Preparation of U.S. and foreign individual income tax returns for designated assignees.
- Conducting pre-departure and post-arrival tax consultations.
- Calculation of tax equalization, tax protection, or net-pay arrangements.
- Advisory on corporate permanent establishment risks related to employee mobility.
- Coordination with foreign affiliate offices for local country tax compliance.

2. Client Responsibilities

The Company and its employees are responsible for:

- Providing complete and accurate financial information and documentation in a timely manner.
- Reviewing all draft returns and reports before final submission.
- Maintaining records required by tax authorities.

3. Professional Fees

Our fees for these services will be based on [hourly rates / a fixed fee per assignee / a flat monthly retainer]. Out-of-pocket expenses, including travel and government filing fees, will be billed separately. Invoices are due within [Number] days of receipt.

4. Term and Termination

This agreement begins on [Start Date] and will continue until terminated by either party with [Number] days' written notice.

5. Limitation of Liability

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid for the services giving rise to the claim.

6. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Partner Name]
[Firm Name]

Accepted and Agreed:

For [Company Name]: _____

Name and Title: _____

Date: _____