

[Date]

[Client Name]  
[Client Address]  
[City, Country]

# Subject: Engagement Letter for International Payroll Processing Services

Dear [Client Contact Name],

This letter confirms the terms and conditions under which [Service Provider Name] ("we" or "us") will provide international payroll processing services to [Client Name] ("you").

## 1. Scope of Services

We will provide the following services for your employees located in [List of Countries]:

- Monthly gross-to-net payroll calculations.
- Calculation of statutory deductions, including income tax and social security.
- Preparation of electronic pay slips for employees.
- Facilitation of salary payments and statutory tax remittances.
- Year-end tax reporting and filing compliance.

## 2. Client Responsibilities

To ensure accurate processing, you agree to:

- Provide all necessary employee data and salary changes by the [Number] day of each month.
- Notify us of any changes in local employment status or benefits.
- Ensure sufficient funds are available in designated accounts for payroll and tax funding.

## 3. Fees and Billing

Our fees for these services are as follows:

- Implementation/Set-up Fee: [Amount]
- Monthly Processing Fee: [Amount] per employee, per country.
- Additional Advisory Services: Billed at an hourly rate of [Rate].

## 4. Confidentiality and Data Protection

We will maintain strict confidentiality regarding all employee data. We will process personal data in compliance with relevant data protection laws, including the GDPR and local regulations in the jurisdictions served.

## **5. Term and Termination**

This engagement begins on [Start Date] and remains in effect until terminated by either party with [Number] days' written notice.

## **6. Agreement**

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Service Provider Name]

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**Accepted by:**

Signature: \_\_\_\_\_

Name: [Client Authorized Signatory]

Date: \_\_\_\_\_