

Approval for International Work Assignment

Date: [Insert Date]

To: [Employee's Name]

[Company/Organization Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for an international work assignment has been approved. You will be assigned to [Location] from [Start Date] to [End Date]. This assignment will provide you with valuable opportunities to enhance your skills and contribute to our global operations.

Please find the details of your assignment below:

- **Position:** [Your Position]
- **Reporting To:** [Supervisor's Name]
- **Purpose of Assignment:** [Brief Description]
- **Compensation:** [Details about Salary/Benefits]
- **Travel Details:** [Details about Travel Arrangements]

It is essential that you adhere to all policies and procedures while on this assignment. We trust that you will represent [Company/Organization Name] with professionalism and integrity.

If you have any questions or require further information, please feel free to reach out to [Contact Person's Name] at [Contact Information].

Congratulations on this exciting opportunity!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]