

Overseas Assignment Approval Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for an overseas assignment has been approved. You will be assigned to [Location] for a duration of [Duration] commencing on [Start Date].

The objectives of your assignment will include:

- Objective 1
- Objective 2
- Objective 3

Your compensation package during this assignment will include:

- Salary: [Amount]
- Housing Allowance: [Amount]
- Travel Expenses: [Covered/Not Covered]

Please ensure that you prepare all necessary documentation, including visa applications and health insurance. Should you have any questions regarding your assignment or require assistance, feel free to reach out to [Contact Person or HR Department].

We wish you success in your upcoming assignment and look forward to your contributions in [New Location].

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]