

# Temporary Assignment Offer Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to offer you a temporary assignment with [Company Name] for an international role based in [Location]. This assignment will commence on [Start Date] and is expected to continue until [End Date], unless extended or amended as discussed.

Your role will be [Job Title] where you will be responsible for [briefly describe job responsibilities]. This position will report directly to [Supervisor's Name/Title].

The terms of your assignment are as follows:

- **Salary:** [Insert Salary Details]
- **Benefits:** [Insert Benefits Details]
- **Relocation Package:** [Insert Relocation Details]

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

We look forward to your contributions in this exciting new role.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

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Acceptance of Offer:

I, [Employee's Name], accept the above temporary assignment offer.

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