

Expatriate Loan Program

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Company: [Company Name]

Terms and Conditions

Dear [Employee's Name],

We are pleased to offer you the opportunity to participate in the Expatriate Loan Program. Below are the terms and conditions associated with this program:

1. Eligibility

- Must be a full-time expatriate employee of [Company Name].
- Must have completed [X months/years] of continuous service.

2. Loan Amount

The maximum loan amount available is [Insert Amount].

3. Interest Rate

The interest rate applicable to your loan will be [Insert Rate]% per annum.

4. Repayment Terms

The loan term is [Insert Duration]. Repayments will be made on a [insert monthly/bi-weekly] basis.

5. Default Clause

Failure to make timely repayments will result in additional fees and may affect your employment status.

6. Governing Law

This agreement shall be governed by the laws of [Insert Jurisdiction].

Please review the above terms and conditions carefully. If you agree to these terms, please sign and return this letter by [Insert Return Date].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Employee's Signature]