

# Expatriate Tax Exemption Statement

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal declaration regarding [Employee's Name], who is currently employed with [Company Name] and is assigned to work in [Host Country].

[Employee's Name] qualifies for tax exemption under [Insert applicable tax treaty or exemption clause] due to [briefly explain reason for exemption]. As such, [he/she/they] will not be subject to the host country's income tax for the period of [Insert duration of assignment].

Please ensure that this exemption is reflected in the payroll processing for [Employee's Name] during this period. Any questions regarding this matter can be directed to [Contact Person's Name, Position, Email, Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Email Address]  
[Phone Number]