



Assignment Letter

Dear John Smith,

This Assignment Letter confirms the terms and conditions of your international assignment with Acme Corp. Please review the details below, which will apply for the duration of your assignment, and sign to indicate your acceptance.

Assignment Details:

- Position Title: Global Marketing Manager
- Assignment Location: Tokyo, Japan
- Start Date: 2025-06-01
- End Date (Estimated): 2027-05-31
- Reporting Manager: Emily Carter

Compensation and Benefits:

You will continue to receive your base salary of USD 150,000. In addition, you will be provided with the following assignment benefits: Housing allowance, relocation support, and annual bonus.

Tax Arrangements:

Your assignment will be administered under our expatriate tax policy. Standard expatriate tax equalization applies.

Immigration and Work Authorization:

The company will sponsor and facilitate your work authorization for Tokyo, Japan. Visa sponsorship and work permit processing provided.

Compliance Requirements:

You are expected to adhere to all applicable All local labor laws and company policies. during your assignment.

Sincerely,
Laura Stevens