



Please issue on Your Company Letterhead

Date:

RE: (Name of Assignee)

US Business Address:

To Whom It May Concern:

This is to advise that (full name of assignee as shown on passport) has been an employee of our (previous country location) office since (start date of employment), and will be assigned to our (new city in US) office as (job title) as of (start date in US).

Her/His assignment is expected to be for (length of time) dependent on business needs. Her/His annualized base salary will be (USD\$). In addition, he/she will receive a relocation allowance of (USD\$), housing allowance of (USD\$), and bonus potential of (USD\$).

Upon arrival in the US, Mr./Mrs./Ms. (last name) and his/her spouse Mr./Mrs./Ms. (last name) will be residing at the address below with their children (child's name) aged (child's age) and (child's name) aged (child's age).

Home Address:

If you have any questions to confirm employment, please contact me at (company executive's phone number).

Sincerely,

[add signature here]

Name of Executive

Title of Executive

Department

Company Name

Local US phone number