To: Payroll Office

Today’s date: [CLICK/TAP HERE TO SELECT]

Dear Payroll Tax Accountant,

[EMPLOYEE’S NAME] has been hired by [UNIT NAME] as a [POSITION NAME] assigned to work outside the U.S. in [COUNTRY NAME].

Position details are as follows:

* **Employment Program:** [CLICK/TAP HERE TO SELECT]
* **Start Date:** [CLICK/TAP HERE TO SELECT]
* **Duration** (check one):

Permanent  
  Temporary, with an end date of [CLICK/TAP HERE TO SELECT]

Lastly, I have received approval from the [CLICK/TAP HERE TO SELECT] for the employee to work overseas.

Please let me know if you have questions or need more information.

Sincerely,

[YOUR SIGNATURE]

[YOUR NAME]