International engagement letter

Open a professional conversation across borders

Request clear written information when discussing a prospective overseas engagement. Confirm requirements with relevant official authorities.

Complete the shaded fields in a PDF reader or print and write by hand. Save a personal copy.

Recipient and organisation

Email subject

Example: International Engagement | Request for Written Details

Introduction

Thank the recipient and confirm the proposed role, location and dates.

Contract, duties and remuneration

Request the draft agreement, status, duties, working hours, payment terms and termination provisions.

Work authorisation and practical arrangements

Ask who will obtain the appropriate work permission, and clarify travel, accommodation and insurance if applicable.

Next step and sign-off

Request written confirmation before committing to travel. Include professional contact.

Keep correspondence courteous and retain a secure record. Confirm the appropriate work authorisation independently before travelling.