



Letter of assignment

Person (= foreign employee who will be sent to Switzerland)

Surname:	Given Name:
Nationality:	Date of birth:
Employed by the foreign employer since:	

Foreign Employer (= agent/contractor)

Swiss company (= principal/contracting party)

complete address:	complete address:
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Duration of the assignment: from _____ to _____

Presence (number of days / weeks / months): _____

Exact task (kind of activity the employee has to fulfill) during the assignment: _____

Place of assignment (address, location, company name where the activity takes place): _____

Salary confirmation:

Salary paid to the employee abroad: (converted into CHF)	Per month or per year: CHF CHF
Supplementary payment during the foreign assignment in Switzerland: (in the supplementary payment no expenses for lodging, board and travelling are allowed to be added)	Per month or per year: CHF CHF
Further allowances paid by the employer, e.g.: - Health insurance premiums paid in Switzerland - Taxes (if paid by the employer as fringe benefits) - Social deductions in Switzerland	Per month or per year: CHF CHF CHF CHF CHF CHF
Gross salary during the assignment: (Has to be in line with the salaries in this region and industry in the Canton of Zurich.)	Per month or per year: CHF CHF

Assignment expenses
 The employer confirms that - in accordance with the legal provisions - the costs for travel, board and lodging will be assumed by the employer or the host company for a minimum of 12 months from the date of entry (Art. 22a VZAE).
 Furthermore, the employer guarantees the existence of a health and accident insurance during the stay in Switzerland.

For the accuracy of the above statements:

Place, date:

Place, date:

Signature foreign employer (compulsory):

Signature Employee (compulsory):

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