

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)

Principal/Contracting Party

complete address:	complete address:
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Place of assignment in the canton of Basel-Stadt (address, location, company name where the activity takes place):

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Duration of the assignment: from to

Presence (number of days / weeks):

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

.....

Salary confirmation (the hourly wage has to be extrapolated to monthly wage):

Current Gross-Salary paid to the employee by the foreign employer: (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: Incl. 13 th monthly wage: ___ no ___ yes (Has to be equal to the salaries in this region and industry in the above mentioned Canton.)	Per month or per year: CHF CHF

The foreign employer confirms that the expenses for travelling, board and lodging are covered by the foreign employer or by the Swiss company and that those expenses are not deducted from the gross salary above.
 Furthermore the foreign employer guarantees the existence of a health and an accident insurance during the assignment in Switzerland.

For the accuracy of the above statements:

Place, date:

Place, date:

Signature foreign employer (compulsory)

Signature Employee (compulsory)
