

December 00, 20XX
Mr. XXX
address



Dear Mr. XXX

We are pleased to extend you an offer of employment with YYY Corporation. The general terms and conditions of employment are as follows.

- Title:Engineer
- Employment classification: Contract employee
- Duration of contract: January 1, 20XX to December 31, 20XX
(This employment agreement is, in principle, not renewable.)
- Location: YYY Corporation in Tokyo
- Duties: ZZZ Machine inspection
- Reporting to: Mr. CCC, Manager, Department
- Hours: 9:00 am to 6:00 pm per day with a one-hour break.
- Overtime: You may be required to work overtime
- Compensation: Base salary will be JPY xxx,xxx per month subject to deductions..... Salary will be calculated through the end of the month and paid on..... day of
- Time off: Saturdays, Sundays, national holidays of Japan
- Vacation: 10 days
- Expenses: Commuting and travel expenses will be paid.
- Insurance coverage: You will be covered by Japanese health insurance,
- Accident compensation: Accident compensation will be paid in accordance with the
- Policies: The following must be observed.
(1) During the period of employment, follow all instructions

(2) Cooperate with colleagues and other employees

(2) You must not

(3)

(4) You must.....

(5) Observe the company's information management policy on computer use.

.....

.....

Confidentiality:

Compensation for damages: The company may require you to pay compensation

Applicable Law: The terms and conditions of this agreement shall be governed by the laws of Japan.

Suspension of agreement: This agreement shall not take effect if you do not obtain a work visa from the Japanese government.

Others: All matters not set forth here will be discussed

Please sign and return the duplicate of this letter to record your acceptance of the above terms and conditions.

AAA, President

YYY Corporation

1-2-3 , Tokyo

By signing and dating this letter below, I confirm my acceptance of this job offer.

Mr. XXX

address

Date