

Private & Confidential

Mr./Ms. <XXXXXXXXXXXXXXXXXX>
Address

Date <MM/DD/YYYY>

Dear XXXXXXXXXXXX

Subject: OFFER OF EMPLOYMENT

It is with great pleasure that I offer you the position of <Manager of XXXXXXXXXXXXX> with <XXXXXX > Inc.. This is a permanent employment based in our XXX office. Your official title is < Job Title > and you shall report directly to < Name, Title >.

This offer is made following Terms and Conditions of Employment.

1. Commencement Date

Your Start date is < Date >

2. Job Description

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. Remuneration

Your planned pay on commencement will be JPY < Annual Salary > per annum divided into 12 equal payments and paid directly to your nominated bank account. The annual salary is made up as follows:

Base salary
Bonus
Total

Your salary is based upon your performance, not directly upon hours worked. Your performance and pay amount will be reviewed annually following the Company's timetable on salary review.

4. Commuting Allowance

You will be entitled to a monthly commuting allowance based on the actual cost associated with the purchase of one-month pass from your residence to XXX office.

5. Probationary Period

The position will be subject to a satisfactory probationary period of X months. A first review will take place after X months and a second before the end of X months. You will then be offered a permanent position subject to meeting agreed performance targets and activity levels.

6. Payment

You will be paid locally. Deductions will be made in accordance with Japanese legislation for tax and social insurances.

7. Place of Work:

Your usual place of work will be the XXX XXXX office located at:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

8. Hours of Work

Normal hours of work in our XXX office is from X:XX a.m. to X:XX p.m. with a one hour recess from 12:00 noon to 1:00 p.m. You will be entitled to all national holidays in Japan and you are not required to work Saturdays and Sundays.

You may be expected to work additional reasonable hours in the fulfilment of your duties within the limit stipulated in the Labor-Management agreement.

9. Annual Leave Entitlement

Upon commencement you shall be entitled to XX days a year, prorated on your first year with us.

10. Sick Leave

You will receive full pay if you are unable to work due to illness for up to X days in one year. A medical certificate will be required for any absence more than X consecutive days due to sickness.

11. Notice Period

You are required to give at least one month's notice in writing should you wish to leave the Company's employment. Conversely, should it be necessary for the Company to terminate this contract, The Company shall give 30 days prior notice of the same or dismiss the employee immediately and pay an amount equivalent to 30 days of the average wage.

The Company reserves the right to terminate employment without notice or payment in lieu of notice when the Chief of the Labor Standards Inspection Office's certification has been obtained that the employee is grossly at fault.

Reasons and procedure for dismissal are stipulated in Chapter XX of the Work Regulations.

12. Social Insurance

You are covered by Japanese Health Insurance, Welfare Pension and Employment Insurance. You and the Company will equally share the premiums. You are also covered by Workperson's Accident Compensation Insurance as required by the Japanese Labor Standards Law.

13. Retirement Age

The Company's normal retirement age is 60.

--- Company's Employment extension system to be stated here --

Please confirm your acceptance of our offer by signing the Employment Acceptance statement on the other side of this letter and returning it to me as soon as possible.

Should you have any questions on the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

< Manager's Name >

< Title >

(New page)

Employment Acceptance

I have read and understood the terms and conditions contained in this position wish to accept your offer of employment.

Signed:< Name of Employee >

.....

Date: <MM/DD/YYYY>.....