

Applicant's name
Applicant's email

MM/DD/YYYY

JOB OFFER LETTER

Dear [Applicant's name],

On behalf of [Your company's name], we are excited to offer you the position of [designation] at [Your company's name]. After reviewing your impressive background and recognizing your passion for creative excellence, we are confident you will be a valuable addition to our team. Below, you will find the details of the offer:

Position: [Position's Intern]
Reporting to: General Director

1. Responsibility:

[The position's responsibility]

2. Probation:

Probation period is 2 months, starting from mm/dd/yyyy.

3. Compensation & Benefits:

	Probation Period (currency/ month)	Official Working (currency/ month)
Gross Salary (including SHUI)	[Number]	[Number]

*Note: Social Insurance, Health Insurance, Unemployment Insurance are paid during Probation Period

4. Personal Income Tax (PIT):

Employee only pays the Personal Income Tax according to the Vietnam Law.

5. Working time:

Monday - Friday: 8:00 AM - 5:00 PM
Others: [If yes]

6. Location:

[Your company/ office's address]

To confirm your acceptance, please sign and return this letter by [mm/dd/yyyy].
If you have questions, contact us at [Your Contact Number]

We look forward to working with you!

Sincerely,
[Your name/ HR Department]
[Your position]