

EMPLOYMENT OFFER LETTER

Dear Ms. Miwa Kaneko,

We are very pleased to confirm our employment offer to you on the following terms and conditions:

1. DATE OF JOINING AND WORK LOCATION

- Date of joining : May 2016
- Work location : 02 Quang Trung St., Hai Chau District, Da Nang , Vietnam

2. POSITION : Web Designer

3. PROBATION AND LABOR CONTRACT:

a. Probation

You will have 02 (two) calendar months of probation as from your date of joining. Your performance, skills and working behavior will be evaluated at the end of your probation.

b. Probation termination:

Should the work is evaluated unsuitable or unsatisfactory, either you or the Company can terminate the employment during the probation period, by sending a written notice 05 working days in advance.

c. Labor contract

If your probation evaluation matches the Company's requirements, the first labor contract with definite term of 1 year will be signed.

4. SALARY:

a. Probation gross salary: 85% of post-probation salary

b. Post-Probation gross salary: 1,800 USD per month with details herein

Please be kindly noted that your post-probation salary might be adjusted according to your performance and your new position.

c. Other Allowances:

- Taxi allowance
- Visa fee or Work permit (after probation) fee support.
- 1 round-trip ticket/year for home visit + 1 round-ticket/ year for your spouse (after probation period)
- Additional Health Care Insurance package
- Vaccination support for these types of vaccines: Hepatitis A&B, Tetanus.

d. Payday: 10th of following month

5. PERSONAL INCOME TAX (PIT)

For both probation and post-probation salary, you will be liable for personal income tax (PIT), if any, which will be deducted from your monthly pay, according to Vietnamese tax regulation in effect

6. INSURANCE CONTRIBUTIONS: (applicable for post-probation salary)

Once your labor contract is signed and you have registered for work permit, the Company will be responsible for health insurance on the basis of Gross Base salary.

You will be liable for 1.5% of that Base salary, to be deducted from the monthly pay, to contribute to the afore-mentioned insurance as stipulated by the current Vietnamese Social Insurance regulations in effect.

The insurance contribution percentages are defined by Vietnamese Social Insurance regulations, and are subject to changes according to these regulations.

7. WORKING HOUR

The regular daily working hours from Monday through Friday starting from 8:00 AM to 17:00 PM. Break time from 11:45AM to 12:45 PM.

Please note that as managerial staff, you are required to be flexible in terms of working time which shall be dictated by the work requirement occasionally.

8. OBSERVANCE OF THE COMPANY’S REGULATIONS:

As from your starting date, during and after the probation, you will strictly comply with the Company’s regulations including the terms of confidentiality and non-disclosure.

Please reply to this proposal by signing hereunder in order to confirm your acceptance of the terms of offer afore-mentioned.

We look forward to working with you.

Best regards,

SUL YOOSA
General Director

THE EMPLOYEE’S CONFIRMATION

I have read and understood the above terms and conditions of this Employment Offer Letter. I accept Evolvable Asia’s proposal and confirm to be present at your office on following date & time:

Date & Time at **08:00 AM** on :-----

Signature :-----

Full Name :-----