



## LETTER OF JOB OFFER

[date]

**[name]**

[Khmer ID No/Passport No.]

[Address]

Dear Name,

Viphou Consultant is pleased to offer you full-time employment following the terms and conditions below:

### I. POSITION

- **Title:** [job position]
- **Job Description:** is attached with.

### II. TERMS

- **Start Date:** 01/08/2022
- **Workdays:** 5.5 days per week
- **Work location:**
- **Working Hours:** 8 hours per day excluding meal breaks.
- **Basic Salary:** USD00.00.
- **Vacation and Leaves:** according to the Cambodia Labor Law (annual leave, public holidays, hospitalization leave, special leave, sick leave, etc).
- **NSSF and Pension:** according to the laws
- **Bonus:** at the discretion of the management
- **Others:** [specify]

If the above-mentioned terms and conditions meet your qualifications for employment, it would be our pleasure to work with you. Please accept our offer by signing and returning it to us by [date]. Your employment contract shall follow upon your acceptance of the job offer.

We look forward to the opportunity of working with you.

Sincerely yours,

\_\_\_\_\_  
[name]

Managing Director

### EMPLOYEE'S ACCEPTANCE

I, **[name]**, hereby agree to the terms of the above offer of employment.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_