

TECHNICAL INTERN OFFER

Date: _____

 (Name of Representative)

 (Position)

 (Name of POEA-licensed Recruitment Agency)

 (Address)

SUBJECT: Technical Intern Offer

Dear Mr./Mrs. _____:

Our organization, _____ (Name of Supervising Organization) _____, with office address at _____, has an immediate need for _____ (Total Number of Technical Intern Trainees) to be deployed to Japan under the Technical Intern Training Program.

In view of this, please facilitate the deployment of technical intern trainees as reflected in this offer, details of which include, among others, the following:

Type of Occupation	Number Needed	Name of Direct Employers (Prefecture where company is located)	Total Number of Regular Employees	Monthly Wage (Yen)		
				Gross Monthly Wage	(Approximate) Total Monthly Deduction	Net Monthly Wage
	Total =					

Other details of technical intern offer:

- The technical intern trainee shall stay in Japan for a maximum period of:
 (The item marked [X] is applicable under this Contract).
 - Five (5) years (provided that trainee must return to home country for at least 1 month before the start of the next training)
 - Three (3) years (initially with one year visa and allowable extension of two (2) years)
 - One (1) year (one [1] year validity of technical intern trainee visa)
 - Six (6) months
 - _____ years
 - _____ months

2. Before the technical intern trainee is dispatched to Japan, he/she shall undergo training in Japanese language, culture, customs and traditions in the Philippines. The technical intern shall not be made to pay any training fee for such training.

The item marked [X] is applicable under this Contract.

A training allowance of _____ Pesos shall be given to the trainee while undergoing training in the Philippines.

No training allowance shall be provided to the trainee while undergoing training in the Philippines.

3. During the trainee's first month in Japan, the technical intern trainee shall undergo a lecture for a period of _____ days. During this lecture period the Supervising Organization shall provide the trainee with a training allowance of _____ Yen (minimum of 85,000 Yen total training allowance). The Supervising Organization shall also provide accommodation and utilities without cost to the trainee. The trainee shall pay for his/her own food.
4. The employment contract signed by the Implementing Organization (Employer) shall become effective after the lecture period as indicated above.

The Employer shall regularly pay the wages of the technical intern trainee in accordance with Japan labour laws. Such wage shall be in accordance with legal minimum hourly wage level prescribed in the prefecture where the Employer does business.

5. In accordance with the Tax Laws of Japan, the technical intern trainees' wages shall be subject to taxation which shall be withheld at source.
6. The cost of two-way transportation of the technical intern trainee to and from Japan shall be provided by the Implementing Organization/Employer;
7. Medical and insurance coverage of the technical intern trainee shall be provided by the Supervising Organization before the mandatory health and social insurance in Japan for the technical intern trainee becomes effective.

Very truly yours,

Name and Signature of Representative
Position
Name of Supervising Organization