

## OFFER LETTER

**Dear Ms. Do Thi Hong**

Email: [dohong1803@gmail.com](mailto:dohong1803@gmail.com)

Mobile: 0338624386

Date: 26-Jan-21

Thank you for your interest in our vacancy and apply to CMC Global (A member of CMC Group). We would like to send our company's official offer letter with the following information:

- |                            |  |
|----------------------------|--|
| 1. Position:               | <b>Software Engineer</b>   |
| 2. Direct Report to:       | <b>Mr. Nguyen Tran Phuong - Project Manager</b>                  |
| 3. Proposed Starting Date: | <b>1-Mar-21</b>  |
| 4. Working hours:          | <b>Monday to Friday: 8:30AM - 12:00PM; 01:00PM - 05:30PM</b>     |
| 5. Office Address:         | <b>CMC Building, 11 Duy Tan Street, Cau Giay District, Hanoi</b> |

No	Incomes / Benefits	Detail	Unit	Note
<b>I Fixed income</b>				
<b>1</b>	<b>Probationary Contract</b>			
-	<b>Probationary income (2 months)</b>	<b>22,200,000</b>	VND/month	100% formal salary
	<i>Including:</i>			
	Basic salary	6,550,000	VND/month	
	Monthly bonus	15,650,000	VND/month	Remaining fixed salary
	Personal income tax	2,220,000	VND/month	Pursuant to the Law of Personal income tax
-	<b>Net income in Probation period</b>	<b>19,980,000</b>	VND/month	
<b>2</b>	<b>Labor Contract</b>			
-	<b>Fixed income</b>	<b>22,200,000</b>	VND/month	1 year contract
	<i>Including:</i>			
	Basic salary	6,550,000	VND/month	The salary is the basis for paying social insurance, health insurance, unemployment insurance and other labor regimes.
	Monthly bonus	15,650,000	VND/month	Remaining fixed salary
-	<b>Deduction</b>	<b>1,580,088</b>		
	Social insurance (8%)	524,000	VND/month	Paid by employee
	Health insurance (1.5%)	98,250	VND/month	Paid by employee
	Unemployment insurance (1%)	65,500	VND/month	Paid by employee
	Union dues (1%)	65,500	VND/month	Paid by employee
	Number of dependents		Person	
	Personal income tax	826,838	VND/month	Pursuant to the Law of Personal income tax
-	<b>Net income per month</b>	<b>20,619,912</b>	VND/month	
<b>II Annual bonus</b>				
-	KPI Bonus/ Productivity bonus	2	Month	The bonus applied for employee met individual performance targets, and/or depending on the business results of the Center, the Division and the Company.
<b>III Bonus</b>				
-	Hot bonus	Yes	VND	When having outstanding achievement and/or successful project...
-	Achievement/Award bonus	Yes	VND	Voting for the best of the year department at the year end or half year end
<b>IV Allowance</b>				
-	Expenses when going for business (both in land and abroad)	Yes	VND/month	Pursuant to Regulation of expenses when going for business
<b>IV Welfare</b>				
-	CMC Birthday (29/05)			Pursuant to Corporation and Company Regulations
-	Employee Birthday			Pursuant to Corporation and Company Regulations
-	Ceremonies, holidays bonus (2/9)			Pursuant to Corporation and Company Regulations
-	New Year			Pursuant to Corporation and Company Regulations
-	Lunar New Year			Pursuant to Corporation and Company Regulations
-	Company Holiday/ Team Building			Company organizes activities
-	Wedding/Funeral			Pursuant to Corporation and Company Regulations
-	Cultural and sport activities			Pursuant to Corporation and Company Regulations
-	Working equipment			Pursuant to Corporation and Company Regulations
-	CMC Health Care			Applied for employees working over 12 months (from the first day signed formal contract)
-	Periodic health examination			Pursuant to Corporation and Company Regulations

We look forward to receiving your acceptance on this offer as well as the conditions stated above. Please feel free to contact me via email: [ndtuan@cmc.com.vn](mailto:ndtuan@cmc.com.vn) if having any further enquires.

We are honored to have the opportunity to work with you. Wishing you success and develop with CMC Global.

Your faithfully,  
**CMC Global**