

	<p style="text-align: center;"><b>FPT SOFTWARE</b></p> <p style="text-align: center;">Head Office: FPT CAU GIAY Building, Duy Tan Street, Cau Giay district., Ha Noi, Vietnam</p> <p style="text-align: center;">Tel: 84 24 3768 9048      Fax: 84 24 3768 9049</p> <p style="text-align: center;">HCMC Branch: Lot T2, D1 street, FTOWN 1-2 Building, SHTP, District 9, HCMC, Vietnam</p> <p style="text-align: center;">Tel: 84 28 3736 2323      Fax: 84 28 3736 2333</p>
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**To** : Mr. Bui Xuan Truong  
**Email** : buixuantruong.tb@gmail.com  
**Cellphone** : 0359018836  
**Date** : May 03, 2019  
**Subject** : Offer Letter

**Dear Mr. Bui Xuan Truong,**

Thank you very much for your interest in working for FPT Software. We are pleased to offer you to a position of **Senior Developer – DEVE03** with commencing date of **May 07, 2019**. We trust that your knowledge, skills & experiences will be among our most valuable assets.

**1. Job descriptions:**

- Working in **FGA.BU0** Group as a **DEVE03** for projects with customers under assignment from management board.
- Working onsite if any

**2. Report to: Line Manager FGA.BU0 – Mr. La Quang Vinh**

*Please call Mr. VinhLQ at number 0912177142 when you come to the office for the first day at work (After joining Day-one course).*

**3. Offered contract:** Definite term labor contract (12 months)

- ✓ **Targeted monthly income: 13,900,000 VND (Gross).** The monthly income includes:
  - **Basic salary: 4,700,000 VND**
  - **Targeted additional pay: 9,200,000 VND**
- ✓ **The 13<sup>th</sup> month income:** One month of monthly income proportional to the number of working months and followed by FPT Software's applicable policy, applicable from the official employment date.
- ✓ **Annual performance based income:** basing on the Company's policy.
- **Performance review:** basing on the Company's policy.
- **Benefits:**
  - **Mandatory Insurances:** basing on FPT Software's policy.
  - **FPT Health Insurance:** basing on your level of 3.1N with insurance limitation of 5,700,000 VND for outpatient and 57,000,000 VND for inpatient and commencing from the official employment date.
  - **Annual Health Check:** sponsored by the Company (usually in May).
  - **Annual vacation:** basing on the Company's policy, applying for those who have been in the official employment period before the date issuing the vacation policy.
  - **Team building:** basing on the Company's policy.
- **Main working place:** 36<sup>th</sup> Floor, Keangnam Landmark 72, Pham Hung Street, HN
- **Working hours:** standard 44 hours/week policy. Overtime will be counted from the 45<sup>th</sup> hour.

- In Viet Nam: Monday to Friday: 8h30 - 12h00; 13h00 - 17h30
- Other places: By local branch's regulations.

**4. Expected commencing working date<sup>2</sup>: May 07, 2019.**

This Offer letter constitutes the full understanding between you & FPT Software concerning your employment, and replaces any prior agreements or understandings, whether in oral or written format, between you and the Company.

If you wish to accept the above offer, please sign or just provide your full name below and send it back to the Company. This Offer letter expires on **May 04, 2019**

**Notes: Documents to be prepared for your working at FPT SOFTWARE if you accept the offer:**

*Curriculum vitae has been approval of the locality (valid within 6 months), English Resume, Medical Report issued by hospitals (valid within 6 months), 2 Notarized copy of ID Card, 03 photos 4x6 size photos, 1 Notarized copy of Birth certificate, 01 copy of household registration book, 1 Copy of University/College Diploma, Certificate of Temporary graduation, Other certificates, diplomas (if any), Social Insurance book of your ex-company (if any).*

Please bring all the documents together with you to the company before four (04) working days for our contract signing. In case you cannot prepare all of them on time, please let us know at the soonest

We look forward to welcoming you to FPT Software.

**On behalf of FPT SOFTWARE**



**Nguyen Ngoc Bich**

*North Workforce Director*

**Applicant's Signature**

I hereby certify that I have read, understood and accept the Offer letter's content. I confirm that I will be able to start working at FPT Software from  
(commencing date)

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<sup>1</sup>: including: society, medical insurances, bonus, allowances, etc.

<sup>2</sup>: the date which new-comer starts to work.

<sup>3</sup>: the deadline which new-comer should reply (accept or not).

**Note:** Please keep all information of this offer letter as confidential, or you will take the entire responsibility.