

	<p><b>FPT SOFTWARE</b></p> <p><b>Head Office:</b> FPT CAU GIAY Building, Duy Tan Street, Cau Giay district., Ha Noi, Vietnam</p> <p><b>Tel:</b> 84 24 3768 9048      <b>Fax:</b> 84 24 3768 9049</p> <p><b>Da Nang Office:</b> FPT Complex Building, Nam Ky Khoi Nghia Road, Hoa Hai Ward, Ngu Hanh Son District, Da nang, Viet nam</p> <p><b>Tel:</b> 84 24 3768 9048      <b>Fax:</b> 84 24 3768 9049</p>
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**To** : Mr. Vo Xuan Vuong  
**Email** : xuanvuong301@gmail.com  
**Cellphone** : 0344526704  
**Date** : June 28, 2019  
**Subject** : Offer Letter

**Dear Mr. Vo Xuan Vuong**

Thank you very much for your interest in working for FPT Software ("Company"). We are pleased to offer you to a position of Developer (Dev01) with commencing date of **August 01, 2019**. We trust that your knowledge, skills & experiences will be among our most valuable assets.

**1. Job descriptions:**

- Working in FWA.CWA.EC Group as a Developer for projects with customers under assignment from management board.
- Working onsite if any

**2. FPT Level: 2.1N**

**3. Report to:** Line Manager

**4. Offered contract:** Definite term labor contract, plus a probation period **from August 01, 2019 to September 30, 2019**

- **Targeted monthly income: 9.000.000 VND (Gross).** During Probation period, targeted monthly income is equal to 95% of targeted monthly income in the official employment period. The monthly income includes:
  - o **Basic salary: 4.480.000VND**
  - o **Targeted additional pay: 4.520.000 VND.**
- **13<sup>th</sup> month income:** This income is equal to one month of monthly income proportional to the number of working months starting from the official employment date and following FPT Software's policy.
- **Project Bonus:** Project bonus is based on the Company's policy, designed income package, monthly personal performance, project performance and % monthly calendar effort. Project Bonus shall be paid 2 times/ year (Jan and July).
- **Extra Income:** based on the Company's policy.
- **Annual performance based income:** based on the Company's policy.
- **Others Allowances:** based on the Company's policy.
- **Benefit:**
  - o **Mandatory Insurances:** based on FPT Software's policy.
  - o **FPT Health Insurance:** based on your FPT level of **2.1N**, your insurance limitation is **2.500.000 VND** for outpatient and **57.000.000 VND** for inpatient, commencing from the official employment date.
  - o **Annual Health Check:** sponsored by the Company (usually in May).

- **Annual vacation:** based 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:** based on the Company's policy.
- **Performance review:** based on the Company's policy
- **Main working place:** FPT-Complex, Da Nang
- **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.**

**5. Expected commencing working date<sup>2</sup>: August 01, 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 **July 5, 2019**

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

*Notarized Vietnamese Resume, English Resume, Medical Report issued by hospitals, 2 Notarized copy of ID Card, 02 3x4 size photos (soft & hard copy), 1 Notarized copy of Birth certificate, 1 Notarized copy of University/College Diploma, Certificate of Temporary graduation, Other certificates, diplomas (if any), Copy of Family Book, Social Insurance book (if any).*

Please bring all the documents with you to the Company on your first working day for our contract signing. In case you cannot prepare all of them on time, please let us know at your earliest convenience.

We look forward to welcoming you to FPT Software.

**On behalf of FPT SOFTWARE**



**Le Hong Linh**

*Central 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.