

Sample of Offer Letter

Company Letterhead
<Malaysian Company>

<dd/mm/yyyy> (issuance date)

Company's Name & Address
<Foreign Company>

Dear Sir/Madam,

OFFER LETTER FOR <TEMPORARY ROLE/SECONDMENT/POSITION OFFERED/PLACEMENT>

NO	NAME	PASSPORT NO	NATIONALITY
1.	XXXX	XXX	XXX

<Malaysian Company> would like to offer you the **TEMPORARY** role of <position> on the following terms and conditions:

Commencement : The project/position will commence immediately upon the Issuance of the **Professional Visit Pass** by the **Immigration Department of Malaysia**.

Project Details : <XXX>

Contract Duration : This contract is valid for <XX months> **ONLY**.

Remuneration and Allowances : Salary will be paid by <Foreign Company>. All expenses i.e.: travelling costs, accommodation, meals etc. will be paid by <Malaysian Company/Foreign Company >

Thank you.

Yours sincerely,
<Malaysian Company>

.....
(Authorized Signatory)
Designation