

# Letter of Clarification of Overseas Employment Terms

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Position: [Insert Position]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Insert Employee Name],

We are writing to clarify the terms and conditions regarding your overseas employment with [Insert Company Name]. Below are the specific details of your employment:

## Employment Details

- **Start Date:** [Insert Start Date]
- **Work Location:** [Insert Work Location]
- **Salary:** [Insert Salary]
- **Benefits:** [Insert Benefits]
- **Duration of Contract:** [Insert Contract Duration]
- **Work Hours:** [Insert Work Hours]

## Additional Information

Please be informed that [Insert any additional clauses or relevant information].

Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to these details. We look forward to your successful engagement with our team.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]