

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

[Country]

Dear [Applicant's Name],

Subject: Job Offer Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. This position is located at our office in [City, Japan], and you will report directly to [Supervisor's Name], [Supervisor's Title].

Your employment with [Company Name] will commence on [Start Date], and you will be expected to work [Full-time/Part-time] hours per week. The annual salary for this position will be [Salary Amount], payable bi-weekly/monthly.

As part of your employment, we will assist you in obtaining a work visa to facilitate your stay and work in Japan. The following documents will be required for the application process:

1. Your passport (valid for at least six months).
2. A recent photograph.
3. A completed visa application form.
4. Any required educational and professional certificates.
5. This job offer letter.

We are excited to have you join our team and look forward to your contributions to [Company Name]. Please indicate your acceptance of this offer by signing below and returning a copy of this letter by [Response Deadline].

If you have any questions or need further assistance, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Country]

[Phone Number]

[Email Address]

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I accept the offer as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_