Notice of Employment

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| 1/1/2020To 　　　　　　　　　Company’s name　　 XXXXX, Inc. Company’s address　　XXX bldg.1F, XXXXX, Chiyoda-ku, TokyoCEO 　　 Taro Yamada  |
| Term of employment |  Non-Fixed / Fixed (From 1st January 2020 to 31th December 2020)  |
|  Employment status | Regular employee / Part-time employee |
| Place of employment |  XXX bldg. |
| Contents of duties |  Engineer |
| Items concerning opening and closing time、Rest period、presence of overtime work | １ Opening time:（9:00 AM） Closing time:（6:00 PM）２　Rest period：12:00 PM -1:00 PM３　Presence of overtime work :( Yes ,No ）４　Presence of holidays work：（ Yes ,No ）◆Details are stipulated in Article XX -XX of the Rules of Employment  |
|  Days off | Saturday, Sunday, National Holidays, others (stipulated holiday by company)◆Details are stipulated in Article XX -XX of the Rules of Employment |
|  Leave  | １　Annual paid leave Those working continuously for 6 months or more, 10 days\* In case of employee whose prescribed number of working hour per week is less than thirty hours and working days per week is four or less, annual paid leave is granted proportionally in accordance with the Labor Standards Act. Those working continuously up to 6 months (Yes, No) ２ Other leave：Special leave◆Details are stipulated in Article XX -XX of the Rules of Employment |
|  Wages | １　Basic pay：Monthly wage( yen)２　Various allowancesa : Commuting allowance (monthly commuter pass)３　 Additional pay rate for overtime、holiday work or night work　　 a　Overtime work： Legal overtime（125）％ b　Holiday work：Legal holiday work（135）％　　 c　Night work：（25）％４　Closing day of pay roll: the end of every monthPay day：25th of following month ５　 Wage raise：(Yes・ No)６ Bonus：(Yes・ No)◆Details are stipulated in Wage Regulations |
| Items concerning retirement | １　Procedure for retirement for personal reasons : Notification should be made no less than 30 days before the　retirement.２ Reasons and procedure for the dismissal: Chapter X to X of the Rules of Employment３　Retirement allowance：( Yes　・　 No)◆Details are stipulated in Chapter X to X of the Rules of　Employment |
| Renewal | １　Renewal of contract：　 a　 the contract may be renewed　b　 the contract is not renewable２ Renewal of the contract shall be determined by the following factors* Volume of work to be done at the time the term of contract expires
* State of progress of the work done by the employees
* Employee’s capability and work record、 Employee’s work attitude
* Business performance of the Company
* Personal distribution of the Company
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| Social insurance | １　Joining social insuranceEmployee’s pension insurance、Health insurance ２　Application of employment insurance:( Yes , No ) |
| Others | １ Consultation office for items concerning improvement of employment management, etc.Consultant:Name of office：Administrative Dept.Person in charge: Administration Manager, Hanako YamadaAddress of consulting：hanako@xxxxxx.com２　Education and training：( Yes , No )　education and training possible to attend: ( Yes , No )３　A business operator shall take any of the measures set forth in the following items , in order to promote their transformation to ordinary workers.- In the case of recruiting an ordinary worker, the business operator shall make known the descriptions of the work to be engaged, wages, working hours, and other matters pertaining to the recruiting to Part-Time Workers employed at the place of business pertaining to such recruiting, by such means as posting at said place of business.- In the case of newly assigning an ordinary worker, the business operator shall provide an opportunity for applying for such assignment to the Part-Time Workers employed at the place of business pertaining to such assignment.- The business operator shall establish examination systems targeting certain qualified Part-Time Workers for their transformation to ordinary workers- The business operator shall take other measures to promote their transformation to ordinary workers. |

I consent in the above.

Date: January, 1 2020

Employee signature