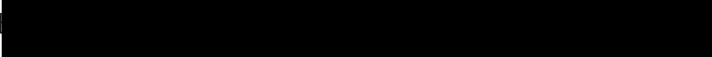




sample  
formatは2ページ

Transfer letter

2023.03.01

MR. 

Shiawase Lanka Youth Insitute (PVT) LTD confirms your transfer to Japanese branch office as follows:

Transfer location	<div>SHIAWASE LANKA YOUTH INSTITUTE LTD (PVT) LTD</div> <div></div> <div>Japan branch</div>
Address	3 <div></div> na prefecture, Japan
用務	Overseas transfer
Transfer period	2023/4/1 ~ 2026/3/31
Context	Following comprehensive operations at Japanese branch is required: <ul style="list-style-type: none"><li>- Collaboration with other technical intern trainers and specialized skilled workers</li><li>- Proper communication with the institute for smooth operation of program</li><li>- Registration support for technical interns</li><li>- Translation and interpretation guidance for the above context</li></ul>
Other	

 (PVT)LTD

  
(DIRECTOR)

Transfer letter

Date

Mr.

You are hereby transferred as follows

Transfer location	
Address	
business	Overseas transfer
Transfer period	
Context	
Other	

\*\*\* LTD  
Director \*\*\* \*\*