

## Sample of Acceptance Letter

### Company Letterhead <Foreign Company>

<dd/mm/yy> (issuance date)

Company's Name & Address  
<Malaysian Company>

Dear Sir/Madam,

#### **ACCEPTANCE LETTER FOR <OVERSEAS SECONDMENT/PLACEMENT/POSITION>**

NO	NAME	PASSPORT NO	NATIONALITY	DURATION
1.	XXXX	XXX	XXX	XXX

We hereby **ACCEPT** the invitation your letter dated <dd/mm/yy> for <**Applicant** (Passport No: XXXX)> to participate in the placement/secondment with <Malaysian Company> as a/an <**position**> under the **Professional Visit Pass**. We understand the position with <Malaysian Company> will be for the duration of <**XX months**> **ONLY**.

At all times during the period, he/she will remain an employee of <Foreign Company>.

Salary incurred during this period will be borne by <Foreign Company>. Expenses such as <allowances/travel/accommodation> shall be borne by <Foreign Company/Malaysian Company>. *(Delete where not applicable)*

Thank you.

Yours sincerely,  
<Foreign Company>

.....  
(Authorized Signatory)  
Designation