

Trainee Dispatch Notice

Section

Position

Name

Age

M / F

(In addition to _____ persons, as shown on attached list)

This is to certify that for the purpose of training in _____, the above person(s) will be
(occupation)

dispatched for a period of _____ year/month/day(s) from _____ (month) _____ (year), to
(period)

_____ including _____ other firms, located in _____, Japan.
(name of accepting organization) (prefecture)

His/her current position of employment is to be

☐ held during the training,

☐ change to a leave of absence during the training,

and following completion of the training, when returning to his or her home country he or she will perform the following duties.

Name of business facility:

Address of business facility:

Occupation after returning to home country:

Date prepared (Y/M/D):

Name of sending organization:

(Name of organization to which intern belongs)

Position and name of person responsible:

(seal)