

**Sample – Regular Employment Contract (Statutory law employee)**

Date

Mr  
Singapore 507134

Dear

**LETTER OF APPOINTMENT**

We are pleased to offer you the appointment of **Accounts Assistant of Job Grade NE5 (Corporate Ranking: Assistant Supervisor)**, on the following terms and conditions:

1. **COMMENCEMENT OF SERVICE**

Your employment shall commence on 20 February 2009.

2. **PLACE OF WORK & TRANSFER**

Your place of work will be at \_\_\_\_\_ or \_\_\_\_\_. At the discretion of Management, you may be transferred from one department to another department within the company. In addition, you may be transferred to another company under the flagship of ABC Group which includes D Pte Ltd and its subsidiaries.

3. **SALARY AND BENEFITS**

You will be paid a basic salary of \_\_\_\_\_ per month. Information on salary and allowance must be kept strictly confidential at all times.

You shall be entitled to the attached Employee Benefits (**Job Grade: NE5**) accorded to you on a personal basis and which may be added to, amended or deleted at the sole discretion of the Management.

4. **PROBATIONARY PERIOD**

You are required to undergo a probationary period of **SIX (6) MONTHS** with effect from your commencement of service, which may be extended if deemed necessary by the Management.

5. **CONFIRMATION**

Your confirmation is subject to the satisfactory job performance during your probation period and passing the company's medical examination, if required. You shall then be advised in writing of your confirmation.

6. **ANNUAL PERFORMANCE INCENTIVE**

You will be eligible for a payment of annual performance incentive, if any, each year on the same basis as other employees of the company. Employees with less than a year's service shall be granted a pro-rated annual performance incentive.

The amount and time or times of payment of the annual performance incentive shall be at the sole discretion of the company. You will be entitled to payment of any annual performance incentive or any part of such annual performance incentive provided that you are still as at service of the company at the time of payment.

7. **TERMINATION OF SERVICE**

During your probation period, your contract of service may be terminated at any time by either party giving to the other, **one (1) month's** written notice or payment of salary in lieu of notice, without assigning any reason whatsoever.

After your confirmation, your service may be terminated at any time by either party giving to the other, **one (1) month's** written notice or payment of salary in lieu of notice, without assigning any reason whatsoever.

Offsetting of notice period against unconsumed annual leave shall be at the absolute discretion of the Management.

8. **WORKING HOURS**

Your normal stipulated working hours as decided by your supervisor shall be either from:

Monday to Friday - 8.00 am to 5.30 pm or 9.00 am to 6.30 pm

9. **DUTIES AND RESPONSIBILITIES**

You are required to perform all duties (Please see attached for job description) as assigned to you by your supervisors faithfully and conscientiously. You are to abide by the company's rules and regulations at all times.

10. **WHOLE TIME**

Whilst employed by the company, you shall devote your whole time and attention to the service of the company and shall not be engaged in any other business or occupation or by in any way connected with other business, company or concern without the written consent of the Management and provided always that it does not conflict with the interest of the company.

You shall also agree to deliver as directed such services hereunder to the best of your ability; and to abide and conform to the corporate rules, regulations and policies of your employment established by the company, and to comply with all applicable Singapore laws and regulations.

11. **CONFIDENTIALITY OF INFORMATION**

Any information made available to you in the course of your work with the company is given the strictest confidence and deemed proprietary to the company and is not to be disclosed or divulged in any form to third parties

during or even after your tenure with the company. Likewise, concepts, ideas, suggestions and other intellectual inputs received or contributed in the course of your employment with company are proprietary to the company.

12. **OTHER TERMS & CONDITIONS**

Other terms and conditions shall be in accordance with the provisions of the company's terms and conditions of service and related legislation currently in force.

The foregoing offer will be subject to the production of a satisfactory medical report certifying your fitness for work by the company's appointed doctors and the approval of Work Permit / Employment Pass (for non-citizens).

We are pleased to have you as a member of our team. Please acknowledge acceptance of the above terms and conditions of service by signing and returning the duplicate copy of this letter of offer to us.

Yours sincerely

Human Resource Manager

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**Acceptance**

I have read and understood the terms and conditions stated in this letter and accept this offer of employment.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

NRIC: