

[Name of Company]

(Singapore Company Registration no. _____)

Dear _____,

OFFER OF EMPLOYMENT

We are pleased to offer you the position of _____ (the "Position") with _____ ("us" or the "Company"), upon the terms hereinafter appearing.

1. COMMENCEMENT DATE; PLACE AND HOURS OF WORK

- 1.1 You will begin work on _____, or such other date that may be mutually agreed.
- 1.2 Your place of work shall be at _____, being the Company's office in Singapore.
- 1.3 Unless otherwise advised, the normal working days and hours of the Company are from Monday to Friday, 9:00 am to 6:00 pm.

2. DUTIES AND RESPONSIBILITIES

- 2.1 Your duties include _____, or other such duties and such additional duties as may be assigned to you from time to time.
- 2.2 As you will be a _____ employee, you are required during working hours to devote substantially all your time, attention and skill to your work, to faithfully and diligently perform your duties in the best interests of the Company and to obey all lawful directions given to you by your immediate supervisor or the management of the Company. In light of the foregoing, if you wish to engage in any other business outside of your employment with us which is of a commercial nature, subject to paragraph _____ of this letter, you shall inform us of the same and any such engagement shall be subject to prior approval from the management of the Company. Such engagement, if approved, shall not affect the performance of your duties in the Company.