

Dear _____,

OFFER OF INTERNSHIP

We are pleased to extend to you this offer of temporary unpaid employment in the position of Intern with _____ (“us” or the “Company”), upon the terms hereinafter appearing.

1. COMMENCEMENT DATE; PLACE AND HOURS OF WORK

- 1.1 You will begin your internship on _____ or such other date that may be mutually agreed.
- 1.2 The place of internship 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 _____, which equates to _____ of work per day.

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 an Intern, 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.

3. PAYMENT

- 3.1 Because your position as Intern is an unpaid position, you are not entitled to receive a salary or stipend associated with the duties you perform for the Company.
- 3.2 There may be times when the Company may require that you to work in excess of the normal hours of work if you consent to do so. Such overtime work is subject to a limit of 12 working hours per day. You will not normally be paid for such overtime work.