

## LETTER OF APPOINTMENT

26<sup>th</sup> April 2021

Mr. M Muthusubramanian

Dear Mr. Muthusubramanian ,

We are pleased to offer you the position of **Functional Consultant** at Winspire Solutions Pte. Ltd. on the following terms and conditions.

### 1 Commencement Date

You shall commence employment with the company on 15<sup>th</sup> June 2021.

### 2 Starting Salary

Your Basic salary will be \$6,800.00 (Singapore Dollars Six Thousand Eight Hundred Only) per calendar month. The salary will be paid on the 7<sup>th</sup> of each month for the previous month.

### 3 Central Provident Fund

As required by law, depending upon your status , you will be required to contribute to the Central Provident Fund Board at the rate prevailing. Company shall also contribute to the CPF Board at the prevailing rate.

### 4 Duties

You will be responsible for the Microsoft Dynamics NAV / Business Central ERP implementation.

You will undertake to keep all information pertaining to the company in the strictest confidence and you will not divulge any such information to anyone within / outside the company. You undertake to sign a separate non-disclosure agreement with the company.

### 5 Annual Leave

You will be entitled to non accumulative annual leave of fourteen ( 14 ) working days after completion of your probation period. The leave will be credited each month as per the company policy.

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## **6 Compassion Leave**

The company shall grant a permanent staff, up to 2 days paid compassionate leave in the event of death of spouse, children, parents, brothers, sisters and grandparents.

## **7 Medical Leave Entitlement**

You will be entitled to 14 days medical leave per annum, subject to submission of medical certificates.

## **8 Termination**

Either party may terminate the agreement by giving to the other one month's notice in writing.

The company may terminate your services forthwith without any compensation if you are found guilty of any gross negligence, misconduct, breach of trust or any other act which is likely to damage the company's interest and reputation.

Please sign the duplicate copy of this letter as an acceptance of this offer.

We welcome you to our organization.

Yours faithfully

**Winspire Solutions Pte Ltd.**



Jitendra Kulkarni  
Director

I hereby confirm the terms and conditions of my service with the company as stated in this letter are acceptable to me.

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M Muthusubramanian