

March 15, 2024

Kai Yue J. Cheong
Sto. Niño, Calapan City

Dear Kai,

This serves as your letter of employment for a regular full-time position with Elephant in the Boardroom Philippines with the following terms that will form our agreed upon employment contract with you once signed. This represents the entire agreement between you and Elephant in the Boardroom Philippines and that no verbal or written agreement, promises or representations that are not specifically stated in this employment offer letter, are or will be binding upon Elephant in the Boardroom Philippines.

Salary	Monthly Rate: 11,000
Status	Regular Full-time
Start Date	August 09, 2023
Leave Credits	You will be entitled to five (5) service incentive leaves upon first year from the start date . Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.
Policies and Standards	You will be bounded by the Elephant in the Boardroom Philippines Code of Conduct during the period of your employment with us as well as any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Elephant in the Boardroom Philippines and that these policies do not form a part of this Agreement. It is agreed that if Elephant in the Boardroom Philippines introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Non-disclosure Agreement."
Resignation	Should you wish to resign your employment with Elephant in the Boardroom Philippines, you will be required to provide 30 days written notice to enable us to transition your work.
Termination	Elephant in the Boardroom Philippines may terminate your employment at any time for cause, providing you with the minimum notice, or pay in lieu of such notice, and no more.

You acknowledge that this employment letter represents the entire agreement between you and Elephant in the Boardroom Philippines and that no verbal or written agreement, promises or representations that are not specifically stated in this employment offer letter, are or will be binding upon Elephant in the Boardroom Philippines. If you are in agreement with the above employment offer details, please sign below and return this letter to the company.

We look forward to working with you at Elephant in the Boardroom Philippines and wish you a successful and rewarding career with us.

Sincerely,

Dianna Rose C. Matudio
Team Lead
Elephant in the Boardroom Philippines

I, **Kai Yue J. Cheong**, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in, and agree to be bound by these as outlined therein.



Signature