



**Private and Confidential**

14 May 2025

Yee Hong Wei, Clement  
Present

Dear Clement,

**Your resignation from Aon Singapore Center For Innovation, Strategy and Management Pte Ltd (the “Company”).**

We refer to your resignation of your employment notified to the Company and confirm that your last day of employment is 6 July 2025.

**1. Post-employment Obligations**

- 1.1. After your last day of employment with the Company, certain terms in your Employment Contract (such as the non-competition, non-solicitation and confidentiality clauses, if any) (the “**Relevant Obligations**”) will continue apply and be effective in the manner set out in your Employment Contract. The Company will respond swiftly to any action that contravenes these terms.

Detailed requirements of the Relevant Obligations are set out in your Employment Contract. You must ensure you are familiar with the terms and application period of those obligations. Your confidentiality obligations will continue to apply without any limitation. If you are put on Garden Leave, the period of your non-competition and non-solicitation obligations will be reduced by any period of Garden Leave.

**2. Return of Company Property and Obligation Not to Use Confidential Information**

- 2.1. You must submit all outstanding business expenses claims on or before your last working day.
- 2.2. On or before your last working day, you must return to the Company all property belonging to any member of the Aon Group (as defined in your Employment Contract) held in your possession or control. This may include:
- a. all documents, software, equipment and other property belonging to a member of the Aon Group;
  - b. access passes and keys, corporate credit card, IT equipment, smart mobile devices; and



- c. client lists, files, documents and papers, policy documentation, marketing material, strategies and methodologies.
- 2.3. Additionally, you must not use, retain, copy or pass to third parties at any time any confidential information belonging to a member of the Aon Group, including but not limited to:
  - a. client lists and contact details;
  - b. program structures and contract wordings;
  - c. renewal schedules;
  - d. premium, fee and commission information and records; and  
all other systems, processes, marketing strategies and industry know-how which is not otherwise in the public domain.
3. You undertake that you will, in the event that any legal proceedings are contemplated or commenced by or against the Company in relation to or in connection with any matters which you were involved in during the course of your employment with the Company, co-operate with and render such assistance to the Company in any investigation of and preparation for such proceedings.
4. With respect to your final salary, the Company will usually deduct or set-off from any payment to you against any amounts due from you to the Company. Where required or appropriate, the Company may request that you pay such amounts due from you directly to the Company (e.g. by cheque).
5. Where applicable, the Company is required to withhold all monies due to you (including your salaries) under the Singapore tax regulations to allow the Inland Revenue Authority of Singapore (“**IRAS**”) to make its assessment of your earned income. The withheld monies will be used to meet your income tax liabilities. If you are a Singapore Permanent Resident, the Company will require you to sign a Letter of Undertaking so that tax clearance with the Inland Revenue Authority of Singapore (“**IRAS**”) will not be required. If you fail to provide us with the duly signed and completed Letter of Undertaking, the Company is required to withhold all monies due to you (including your salaries) under Singapore tax regulations to allow IRAS to make its assessment of your earned income, and the monies withheld will be used to meet your income tax liabilities.
6. Where appropriate or required by law, the relevant authorities will be notified of the date of termination of your employment with the Company.

We thank you for your services to the Company and wish you all the best in your future endeavours.



Yours sincerely,  
Aon Singapore Center For Innovation, Strategy and Management Pte Ltd

DocuSigned by:  
*Grace Chng*  
AAF5F90E2E4148B...

Grace Chng  
People Matters Team Lead, Singapore