

16<sup>th</sup> Dec 2022

Staff Name  
Designation  
Division

Dear First Name,

### CONVERSION TO FULL-TIME EMPLOYMENT

As agreed by you and your supervisor, we are pleased to confirm your full-time employment with effect from 1<sup>st</sup> January 2023.

All other terms and conditions of your employment shall remain unchanged.

We thank you for your continued contributions to Company.

Yours sincerely

Name  
Chief Executive Officer

Other members signature

No	Name of Members	Decision*		Signature	Remarks
		Approved	Not Approved		
1					
2					
3					

**Headquarters**  
Add 1  
Singapore 168955  
Tel: (65) 8976 7765

**Building**  
Add 2  
#01-31211  
Singapore 460522  
Tel: (65) 555 6666

**Building 4**  
Add 3  
#01-1562111  
Singapore 600337  
Tel: (65) 7777 7777

**Building 5**  
Add 4  
#01-23711  
Singapore 520866  
Tel: (65) 6666 6666

**Building 5**  
Add 5  
#01-8311  
Singapore 310249  
Tel: (65) 8888 9999

**Building 6**  
Add 6  
Some place  
Singapore 159053  
Tel: (65) 9999 9999