

16th 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 1st 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