

15 February 2024

Koo Zhuo Hui  
Apt Blk 656 Choa Chu Kang Crescent  
#06-21  
Singapore 680656

Dear Zhuo Hui,

### **INTERNSHIP WITH WORKFORCE SINGAPORE AGENCY**

I am pleased to inform you that your internship with the Workforce Singapore Agency (WSG) is from **13 May 2024 to 25 October 2024**.

2. You will be attached to the **Digital Technology Division**.
3. For the period of your internship with WSG, you will receive an allowance of S\$1,200.00 per month. Please note that you will not be entitled to any benefits e.g. medical benefits, vacation leave and gratuities.
4. You shall sign an undertaking to safeguard official information at the point of taking up the internship.
5. You are required to abide by WSG's rules, regulations and standards of conduct during your attachment with WSG.
6. The working hours are 8.30 am – 6.00 pm on Monday to Thursday and 8.30 am – 5.30 pm on Friday.
7. Please acknowledge receipt of this letter and return it to Ms Chia Sher Reen, Human Resource Division by **16 February 2024**.

Yours sincerely,



Chia Sher Reen  
Senior Manager, Human Resource Division  
Workforce Singapore Agency

Please do not detach this portion

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**Acknowledgement Form**

I acknowledge receipt of your letter dated 15 February 2024 on my internship with the Workforce Singapore Agency.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

NRIC: \_\_\_\_\_

Date: \_\_\_\_\_