



23-Jul-2020

Congratulations Khai,

Welcome to CIBC. We are excited to offer you the position of Application Developer, Temporary Full time, Level 3, with Canadian Imperial Bank of Commerce (Canada) ("CIBC"). Your expected start date is 8-Sep-2020 and your expected end date is 18-Dec-2020, which may be earlier in accordance with the Employment Agreement. If you accept this offer, you will be joining an inclusive team, dedicated to doing what's right for our clients and delivering excellence, every day. We are working together to become the relationship-oriented bank for a modern world and we want you to be a part of our journey.

Your annualized base salary, payable on a bi-weekly basis, will be CAD\$38,000.00.

All payments made to you are subject to applicable taxes, withholdings and deductions.

In addition, you may be eligible for a shift premium as long as you remain in this role and are scheduled to work an evening, overnight or a rotating shift.

You will be required to be on standby (available for work outside of your regularly scheduled hours of work) as needed, and you may be eligible for standby pay.

Your schedule will consist of 37.5 hours per workweek; however, schedules will be determined by CIBC based on business needs and are subject to change and may include evenings, weekends and holidays, as directed by CIBC. You will be subject to any applicable hours of work and overtime policies, as may be amended from time to time.

**You are required to:**

- Be legally eligible to work in Canada with a valid Social Insurance Number and, where applicable, a valid work permit which allows you to fulfill the requirements of your role, as determined by CIBC. You will also be required to show your valid Social Insurance Number and, where applicable, your valid work permit to your manager within the first 3 business days of your start date.

**What's next?**

- Review this offer letter carefully, along with the enclosed and hyperlinked documents, including the Employment Agreement, as they set out the terms and conditions that will apply to your employment if you accept this offer.
- To accept this offer, select "I agree" under each document listed in your offer package. This offer will remain valid for two working business days, at which point it will become null and void.
- Due to the evolving COVID-19 situation, we may need to postpone your start date. If this is required, we will let you know. Please contact me if there is any reason related to COVID-19 that could impact your start date. In addition, if you are unable to be in Canada by your start date, we may withdraw your offer.



- Disclose any and all outside activities or investments on the Outside Activities Approval Request Form and obtain approval from your Manager and the Compliance Department for any such outside activities or investments as set out in the Code of Conduct. These documents will be provided to you prior to your start date.
- Once you accept, you can access and complete the pre-employment screening consent form. By providing your personal information, you will initiate the pre-employment screening process, which includes security, applicable accreditation, education, and employment checks. This offer is conditional upon your ability to successfully pass all required checks to the satisfaction of CIBC. We recommend that you do not resign from any current position until we confirm that you are cleared to start employment.

We would be happy to answer any questions you may have — please do not hesitate to reach out to Salimah Manji.

At CIBC, we emphasize your strengths, ambitions and performance, focusing on where you are and where you want to be. As a member of our team, you will be enabled with the right tools, team and leadership to make a real impact. We can't wait for you to join us and experience a culture where your achievements are recognized, your wellbeing is a priority and you can bring your whole self to work.

We look forward to seeing you on your first day,  
Gopi Maheswaran

Encl.