A black and orange logo

AI-generated content may be incorrect.

SINGAPORE

Offer Of

Employment



Personnel Particulars.

|  |  |
| --- | --- |
| Personnel’s Particulars | |
| **Name** | {{full\_name}} |
| **Father’s Name** | {{father\_name}} |
| **NRIC/FIN No** | {{NRIC}} |
| **Date Of Birth** | {{DOB}} |
| **Nationality** | {{Nationality}} |
| **Mobile** | {{Mobile}} |
| **Emergency Contact** | {{Emergency Number}} |
| **Current Address** | {{Current\_Address}} |
| **Permanent Address** | {{Permanent\_Address}} |
| **Email** | {{Email}} |

Dear {{full\_name}},

We are pleased to offer you the position of {{Role\_name}} on a {{Contract\_Durations}} -months contractual basis, subject to approval from our client.

Below are the key details of your employment with us:

# Duties

You shall devote your full-time efforts, skills, and abilities to performing the duties assigned to you by the Company, including those at any client or customer locations as designated from time to time. You are expected to execute your responsibilities with professionalism and diligence, in accordance with the Company's rules, regulations, and procedures.

During the course of your employment, you shall not, directly or indirectly, engage in any activity or pursue any opportunity that conflicts with the interests of the Company, nor shall you usurp any corporate opportunity for personal gain. You are expected to act at all times in a manner that upholds and protects the best interests of the Company.

# Probation Period

Your appointment is subject to a {{ probation }} months’ probation period, which may be extended at the Company’s discretion. During this period, either party may terminate the contract with {{probation\_notice}} weeks’ written notice without the need to provide a reason. The Company reserves the right to recover any disbursements made to you should you resign during the probation period.

# Compensation and Benefits

# Remuneration

You will receive a total monthly remuneration of S${{salary}} (Singapore Dollars Three Thousand Two Hundred only), inclusive of employee CPF contributions.

You are required to submit your fully approved timesheet—signed by your supervisor—by the last day of each month to ensure timely processing of your salary and any approved expense claims.

In addition, you may claim mobile reimbursement of up to S$50 per month, subject to submission of official receipts and approval by your reporting manager. Please note this is a reimbursable claim, not a fixed allowance, and may vary depending on project requirements.

# Working Hours

You will be required to work {{working\_hour}} days per week, in accordance with the project or client’s schedule and the Company’s policies.

# Leave Entitlement

You will be entitled to the following leave benefits, subject to the conditions outlined below and the validity of your contract:

* Annual Leave: {{ annual\_leave }} days per year (non-encashable), accrued monthly on a pro-rata basis. All leave requests must be submitted in advance and approved by your manager. Encashment is not permitted unless otherwise specified in writing. Any advance unpaid leave taken will be adjusted annually.
* Medical Leave: {{medical\_leave}} days per year (non-encashable), accrued monthly on a pro-rata basis, for illnesses occurring in Singapore and supported by a valid medical certificate. Failure to provide a medical certificate will result in the leave being treated as unpaid.
* Leave Usage: All leave must be used within the current contract term. No leave will be carried forward into a new contract.
* Other Leave: Due to the nature of the Company’s business, you will not be entitled to any additional paid leaves, including but not limited to maternity or paternity leave.
* Probation Period: During the probation period, you will not be eligible for any leave. Any absence during this period will be treated as unpaid leave.

# Employee Referral Incentive

As a fast-growing organization, the Company actively seeks qualified IT and Non-IT professionals to join its team. You are encouraged to support the Company’s growth by referring suitable candidates who may be interested in employment opportunities.

If a candidate referred by you is hired and completes three (3) months of service, you will receive a one-time referral incentive of S$300.

Please note:

* The incentive is only applicable for candidates not previously known to or who have not directly applied to the Company.
* All referrals must be submitted through the proper internal process.

# Repayment of Expenses

You agree that the Company incurs significant expenses in connection with your employment, You hereby agree to pay {{Lock\_in\_Penality}} months of your salary, in the event that you voluntarily terminate your employment with Intellect Minds within {{lock\_in\_period}} months of joining Intellect Minds, for whatsoever reason.

# Termination of employment

Except in cases of termination by the Company due to your wilful misconduct or non-performance, the Company will provide you with {{Notice\_period}} Months of advance notice of termination you likewise will provide the Company with {{Notice\_period}} Months of advance notice of your resignation. You cannot offset the notice period against any accrued leaves or salary in-lieu of.

# Confidentiality

During your employment, you will have access to confidential and proprietary information relating to the Company, its customers, clients, and employees (collectively, "Confidential Matter"). You acknowledge that this information is the exclusive property of the Company.

You agree that both during and after your employment, you will not use or disclose any Confidential Matter except as authorized by the Company. Upon termination or resignation, you will promptly return all Company property, documents, and information, including electronic data.

Furthermore, you agree that all details of your employment contract—including salary, resignation, notice period, and last working day—are strictly confidential between you and the Company. Disclosure of such information to any third party is prohibited. Failure to comply will entitle the Company to claim damages equivalent to two (2) months’ salary.

# Non-Competition and Non-Solicitation

For a period of one (1) year following the termination of your employment, regardless of the reason (with this period extended by any duration of your breach), you agree that you will not, directly or indirectly:

* Solicit or conduct business with any customer or end-user of the Company’s customers in a manner adverse to the Company’s interests;
* Provide services related to the Company’s business to any such customer or end-user;
* Solicit or induce any employee of the Company to terminate their employment or otherwise deal with them in a manner adverse to the Company.

You further agree that:

* The Company shall be entitled to seek injunctive relief and damages for any breach of this clause or the confidentiality provisions (which shall survive the termination of this Agreement);
* Clauses 3, 4, and 5 of this Agreement are intended to be fully enforceable, and if any part is deemed unenforceable, it shall be modified to the maximum extent permitted by law to remain valid.

# Social Media Policy

You acknowledge that your conduct on social media platforms can impact the Company’s reputation and business interests. During and after your employment, you agree not to post any content that could be harmful, defamatory, confidential, or damaging to the Company, its clients, employees, or business partners.

You shall not disclose any proprietary or confidential information related to the Company or its clients on social media. Any breach of this policy may result in disciplinary action, including termination of employment, and may also lead to legal penalties as permitted by applicable laws.

# Commencement of employment

You are required to report for work at the Client’s office on {{Employment\_Start\_Date}} (tentative). Should you fail to join by this date, you agree to pay a penalty equivalent to {{commencement\_penality}} month’s salary to Intellect Minds.

# Entire Agreement

This Agreement represents the entire agreement of the parties, and it supersedes all prior statements, discussions and understandings and may be amended only by a writing signed by

both parties.

The company looks forward to a long and rewarding relationship with you.

Thanks,

Yours truly,

Intellect Minds Pte. Ltd. Agreed to and accepted with the

express intent to be legally bound

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Ms. Shalini Awasthi Name: {{full\_name}}

Director Position: {{Role\_name}}

Date: NRIC: {{NRIC}}

Date: