

To : **Darien Matthew**
Subject : **Offering Letter for HR & GA Manager - Head Office**

Bekasi, 21 Oktober 2017

Dear Mr/Ms. Darien Matthew,

We are pleased to confirm your engagement with us as follows:

1. Position : **HR & GA Manager**
2. Reporting to : **General Manager**
3. Employment Type : **Contract - 1 (one) year**
4. Cash Remuneration: :
 - Basic salary **Rp 1.500.000,- (satu juta lima ratus ribu rupiah) gross per month.**
 - Allowances **Rp 1.500.000,- (satu juta lima ratus ribu rupiah) gross per month.**
5. Benefits:
 - You will be entitled to 12 (twelve) working days for annual leave after 3 (three) month of service.
6. At the discretion of the management, you agree to be transferred to another affiliated company of the group as and when business needs require.
7. You will abide by the company's standard policies and regulations. You are not allowed to engage in a full or part-time outside employment without prior written approval of the HR Director and the Board. Outside affiliations require consultation and approval of the HR Director and the Board.
8. Commencement date : **21 September 2019**
9. Termination:
 - a. 1 (one) months before your contract ends, we will notify you whether your contract will be extended or terminated.
 - b. If you are resigning, you must give a one months' notice prior to your resignation date.

We look forward to your confirmation and agreement by **20 September 2019**

Your sincerely,

Agreed and accepted

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Darien Matthew
Date: xxxxxxxxxxx