



PRIVATE & CONFIDENTIAL

ACKNOWLEDGMENT OF RESIGNATION

09 July 2024

Wee Eng Hin
1200114

Dear Eng Hin,

1. We acknowledge receipt of your letter of resignation dated 03 July 2024.
2. In accordance with the Termination clause in your employment agreement specifying a notice period of 1 month for a termination of employment, your last day of service shall be 02 August 2024.
3. We encourage you to clear your annual leave balance (if any) during your notice period. You are to apply for your annual leave one week prior to your last day of service. Where the balance leave (if any) cannot be consumed before the end of your notice period due to exigencies of work, payment shall be made for such unconsumed leave. For any excess leave taken, arrangement will be made to recover from you.
4. Please note that for the purpose of tax clearance, we are required to withhold at least one month of your salary until your tax has been cleared after which we will release the funds withheld to you (only for non-Singapore citizens).
5. You would be covered under Singtel's Medical Program till your last day of service. Please be informed that the cashless facility at panel clinics will cease one month(s) prior to your last day of service. Should you need to seek medical consultations in your last month(s) of service, please pay cash at the panel clinics and seek reimbursement thereafter. Please submit your medical claims by your last day of service.
6. We would like to remind you that there are several clauses in our Code of Conduct and your Employment Contract which will continue to apply even after you are no longer employed by the Company, such as your obligation to maintain confidentiality of confidential and proprietary information, and the restrictive covenants. We trust that you will observe your obligation to abide by the provisions and terms of your Employment Contract, which includes the Letter of Appointment which you had committed when you first joined us and any other letters issued to you in connection with your employment.
7. Please return all the Company's properties issued to you during the course of your employment by the last day of your service. If you need further clarifications or assistance, please feel free to contact Chua Jia Yi (jiayi.chua@ncs.com.sg).
8. I would like to thank you for your service and wish you all the best in your future endeavours.

Yours sincerely

DocuSigned by:

Tan Wan Choon

23B4C607F1DA411...
Tan Wan Choon

Head, People and Culture
wanchoon.tan@ncs.com.sg

Signed by:
Wee Eng Hin
Employee signature: 6BADF75A5C3A421...