



Private and Confidential

21st March 2024

Ronnie Lim

Blk 638C Punggol Drive #03-457,
Singapore 823638

RE: LETTER OF OFFER

We are pleased to offer you the position of Sales Manager with the following terms and conditions:

1. Basic Salary:
2. Transport Allowance:
3. Date of Commencement: 02 May 2024
4. Mobile Reimbursement: per month (as per usage & company policy)
5. Sales management KPI : Per attainment of criteria set by the company
6. Office Hours: Monday-Friday 0900hrs-1800hrs
(Depending on the season and may require attending to request/tasks outside working hours without overtime pay)
7. CPF contribution
You are entitled to the monthly contribution from the company to your Central Provident Funds (CPF) account as per CPF guidelines.
8. Probation period and notice of employment
You will be on probation of a period of **SIX** months from the date of commencement, and if necessary, your probation may be extended for a further period at the sole discretion of the company.

The company reserves the right to terminate your engagement at any time without notice should you be found guilty of negligence, misconduct or by qualified doctor certifying that the state of your health will not permit you to continue working.

You are to adhere to the company policy and be professional in your dealings with our customers. You will be liable to immediate dismissal and/or legal actions if you are in any way engaged in any other business or occupation other than that of the company for remuneration without prior written consent of the company during your employment with us. You are not allowed to disclose any confidential information relating to our company and our associated suppliers, customers without prior consent of the company during or thereafter information obtained by you during the period of your employment.

Notice period during probation is 2 weeks and upon confirmation is one month.

9. Leave Entitlement