

23 December 2015



Dr Lau Eng Kien
74 Terang Bulan Avenue
Singapore 455595

Health Promotion Board
3 Second Hospital Avenue
Singapore 168937
Tel. 6435 3500
Fax. 6438 3848
www.hpb.gov.sg

Dear Dr Lau

LOCUM SERVICES TO YOUTH PREVENTIVE SERVICES DIVISION

I am pleased to inform that your offer to provide locum services to the Youth Preventive Services Division has been accepted at an hourly rate of \$78.00 for work done during the weekdays and \$86.00 for work done during the weekends.

2 During the period of locum service, you will be governed by the "Terms and Conditions of Locum Service" as attached.

3 All official information acquired by you in the course of your duties is strictly secret and confidential. It is not to be published or communicated by you to any other person in any form whatsoever except in the course of your official duties.

4 If you accept this offer of appointment, please complete the duplicate of this letter and submit it to reach us within two weeks from the date of this letter. This offer of appointment lapses at the end of two weeks from the date stated above.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Lynette Koh".

LYNETTE KOH (MS)
MANAGER, HUMAN RESOURCE MANAGEMENT