



# MANTECH ENGINEERING PTE LTD

26 May 2023

Mr Sanjay Serean  
T01274421  
514 Serangoon North Ave 4  
#03-278  
Singapore 550514

Dear Mr Sanjay

## LETTER OF APPOINTMENT

We are pleased to inform you that with effect from 29 May 2023, you are appointed as Accounts Assistant/Purchasing Officer. The terms and conditions of employment are as follows:

### 1. SALARY

Your basic monthly salary will be S\$1800.00 per month.

Your performance will be reviewed periodically and the company shall make adjustments to your salary as it sees fit.

You will be provided with a company car and a fuel card with \$400 value for usage. Your parking will also be paid for by the company.

### 2. PROBATION PERIOD

Three months from the date of appointment.

### 3. MEDICAL

You are allowed to visit the company appointed doctors and Government clinics only.

You must notify the company and / or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first four (4) hours of the working day.

You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.

Sick leave during the probation period shall be approved at the sole discretion of the Company.

Entitlement of sick leave per calendar year is as per the Government Regulations.

### 4. WORKING HOURS

You will work a 5 day work week from Mondays to Fridays from 8am to 6 pm. The hours of work may be changed by the company to meet its specific need.

You may be required to work beyond the normal working hours to discharge your duties as and when necessary at the sole discretion of the company.

## **5. ANNUAL LEAVE**

You shall be eligible for annual leave corresponding to your length of service:

Besides the gazette public holidays, you are entitled to seven (7) days paid annual leave for the first year and between eight (8) to fourteen (14) days for the subsequent years from the date of confirmation of your employment. Pro-rated annual leave before the completion of one year's service is at the sole discretion of the company.

During the probationary period, you are not entitled to any leave.

Unpaid leave shall be granted at the sole discretion of the company. The Company reserves the right to terminate your employment without notice if you are absent from your work on unpaid leave without prior approval from the company.

All leave applications must be made in writing at least seven days (7) in advance and shall be approved at the absolute discretion of the company.

## **6. TRANSFER**

You shall, at the place designated by the company, perform and engage in the work that may be assigned to you by the company. You are liable to be transferred from one position to another from time to time and you shall agree to such transfer(s).

## **7. a) NOTICE OF TERMINATION**

In the event of either party wishing to terminate this contract of appointment, either party shall give written notice to the other party prior to the intended termination date. The notice of termination shall be as follows:

During probationary period

- Two weeks notice or payment in lieu of notice

After confirmation in service

- 1 month notice or payment in lieu of notice

The Company reserves the right not to give any reasons for termination.

The Company, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this Letter of Appointment.

Upon the termination of your employment, you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.

**b) BREACH OF CONTRACT**

You shall be deemed to have breach the contract of service if you have been continuously absent from work for more than two (2) days:

- 1) Without approved leave from your supervisor or without reasonable excuse
- 2) Without informing or attempting to inform the company of such absence.

**8. OBLIGATION & CONFIDENTIALITY**

- a) You shall devote your time and energy solely towards the Company. You shall not engage in commercial work or participate in the running of any business undertaking outside the Company without prior approval from the Company.

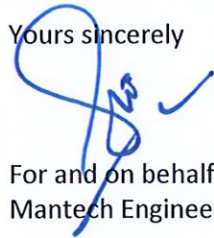
You shall not all times (either during employment or after cessation of employment with the Company), directly or indirectly disclose, divulge, authorize or permit to be disclosed to anyone not properly entitled thereto, any trade secrets, know-how and any confidential information relating to the Company.

- b) You are required to conduct and bind yourself to the rules & regulations of the Company, violation of which will subject to disciplinary action or dismissal (whichever is appropriate).

9. All other terms & conditions of service not mentioned in this Letter of Appointment shall be in accordance to the existing practice of the Company which may be amended from time to time.

If you agree to the above terms and conditions of employment, please sign and return one copy of this letter as confirmation of you acceptance.

Yours sincerely



For and on behalf of  
Mantech Engineering Pte Ltd

**STATEMENT OF AGREEMENT / ACCEPTANCE**

I, sanjay slo serean NRIC: 701274421 accept the appointment as Accounts Assistant/Purchasing Officer and agree to abide by the terms and conditions of service as stated above.

Signature

Date