



Reference: 2026-0002

Date : 01/03/2026

+65 6538 9517



No.5 Soon Lee Street,  
#03-54 Pioneer Point, Singapore - 627607



admin@velsscorp.com  
sales@velsscorp.com



www.velsscorp.com



Dear **ISLAM MD RABIUL**

FIN/WP/PASSPORT Number: **G7025378Q**

We are pleased to offer you employment in the position of “**Insulation worker**” starting 01/03/2026

**This appointment is subject to the following terms and conditions:**

**1) SALARY**

Salary will be **SGD 1800** per month. Working hours are scheduled from 8:00 AM to 8:00 PM, seven (7) days per week. You are required to follow the work site timing, and you are responsible for the work.

**ALLOWANCE**

You are entitled to following allowance/s per month: Base on performance and site activities

- Driving Allowance - No.

**2) PROBATION**

You are required to serve a probationary period of three (3) month after which your service will be confirmed subject to satisfactory performance. The probationary period may be extended. If any site issue or not perform well? Our managements have full rights to terminate immediate without any further notice.

**3) DUTIES AND RESPONSIBILITIES**

1. You are required to perform the duties and responsibilities related to your position as per assigned by the Company. In addition, any works not done properly or main con rejected your quality of works, company not responsible for this, and you have to fully aware of works. If any detection or back charge from main con, the company will detect from your salary or you have to clear the defect non-payable timing yourself.
2. You should stay in VELSS CORPORATION employment for a minimum of 2 years.



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#### 4) **WORKING HOURS**

- Working hrs as per the employment act....
  - You are entitled to have one (1) day off per month.
- \*\* The Company reserves the right to change your working days and hours.

#### 5) **LEAVE/HOLIDAYS**

- Holidays observed by the Company
- Accredited leave are only accepted if supported with Medical Certificates (MC) and must submit a day after the leave. For non-compliance of MC on resume date leave will be invalid and company will deduct **\$50** from the salary as per company policy.

#### 6) **RULES, REGULATIONS & CONFIDENTIALITY**

Accordingly, you undertake that:

- a) You will under no circumstances, make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity that might interfere with the proper performance of your duties without first obtaining the written permission of the Company;
- b) You will not at any time during the continuance or after the termination of your services with the Company, irrespective of any reason for such termination, make use of or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company;
- c) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.
- d) Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company job site, is prohibited.
- e) Fighting, horseplay, practical jokes, or otherwise interfering with other workers is prohibited.
- f) All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervision promptly.
- g) Clothing and personal protective equipment (PPE) shall be appropriate to tasks being performed.



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- h) Perform all work in accordance with safe work practices and your supervisor's direction.
- i) Report any near misses, unsafe conditions, accidents and damage (to property or equipment) to immediate supervisor.
- j) As per VELSS Corporation's in house regulation, free Airfare ticket (Departure) will not be given when in case of shortfall in service of TWO (2) years.

## 7) **Disciplinary Actions**

Upon breach of the company rules, the following disciplinary actions will be administered:

|             |                                               |
|-------------|-----------------------------------------------|
| 1st Warning | Verbal Warning                                |
| 2nd Warning | Written Warning                               |
| 3rd Warning | Suspension or Permanent Dismissal/Termination |

## 8) **TERMINATION**

Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

- a) if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- b) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- c) If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies."
- d) Worker have to issues two-month notice (resignation) before left this company, because company will get replacements workers otherwise they have bare loses per month 200\$ until expiry date of permit.
- e) if the worker component person (supervisor or in-charge) carry on the job on site and well know the site condition he should give two-month notice for (resignation)
- f) Velss Corporation have full right to take legal action if worker join our rival company or any company related to Velss corporation after termination.

\*\*If you find that the terms are favourable, please indicate your acceptance within thirty (30)



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from the date of this letter.

This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.\*\*

### **AGENT MONEY**

***Our company does not collect any agent money from ( \_\_\_\_\_ )***

This worker. In addition, we are not responsible if they paid outside agents without our knowledge. This worker does not have rights to claim any money from the company.

### **9) Company Detection**

This worker if borrowed from company or VELSS CORPORATION spent any money behalf this worker, VELSS CORPORATION have full rights to detect the amount from his salary with his/her knowledge.

### **10) Course Fee**

Company will detect the course fee if the worker is agreed share 50% or whatever company paid behalf them. In addition, company send any additional courses, they have worked minimum two years if not, they have to paid the course amount fully or company have rights to detect from the salary.

### **11) In house safety rules and regulation**

Worker should follow company in house safety rules. In addition, company already issued proper PPE, briefed safety matters, and send each worker for CSOC class before start work at construction site. If the worker does not follow main con rules while working at site, in- case they issued fine with your mistakes. Company not responsible any fine or safety violence. In addition, company will detect the amount from your salary with your knowledge.



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## 12) Salary and allowance

Company will pay every month date 7 but in – case there will be any delayed payment from main –con, I \_\_\_\_\_ understand the company situation and can wait few days to get our salary from company in humanity manner. Increment of salary will be requested by site incharge at the point of permit renewal.

Thank you.

Yours sincerely,



### VELSS CORPORATION PTE LTD

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance / rejection of the offer of appointment as above mention position.

Name:

Signature:



Date: