



R SQUARE ENGINEERING PTE LRD

Dear,ADHIKARY PROTIK

We are pleased to extend to you this letter of employment with **R SQUARE ENGINEERING PTE LTD**. This letter confirms the terms and conditions of your employment with our company.

Position: Ast, Admin

Commencement Date: May 6th 2025

Duties and Responsibilities: Your primary duties include attending to company telephone calls, emails, and faxes. Preparing documents and keeping records, maintaining worker attendance, salary sheets,MOM releted matter.

Working Hours: Your normal working hours are from 8:00 AM to 5:00 PM, Monday to Friday, with a one-hour break for lunch, totaling 8 hours per day and 44 hours per week.

Overtime: Any work performed beyond these hours will count as OT(OVER TIME) 1.5 times of normal hourly rate. Work on Sundays and public holidays will be compensated at twice the normal hourly rate.

Annual Paid Leave: You are entitled to 9 working days of annual paid leave per year, to be taken with prior approval from your supervisor.

Medical Leave: In case of illness, you are entitled to 14 days of paid medical leave per year if non-hospitalized, and 60 days per year if hospitalized, with basic pay.Must need to submit valid MC paper within 48 hours after leave.

Termination Notice: Either party must provide one month's notice in writing to terminate the employment relationship.

Probation Period: There is a probationary period of three months from the commencement date.

Your salary will be paid on a monthly basis, and any additional benefits or changes to these terms will be communicated to you in writing.

Please review this letter carefully. If you agree with the terms as stated, please sign and return this letter by

20/05/2025 to signify your acceptance of employment under these terms and conditions.

We look forward to your favorable response and to welcoming you to our team at

R SQAURE ENGINEERING PTE LTD

Basic rules for company

Punctuality: Arrive on time for work and meetings.

Professionalism: Maintain a professional demeanor in all interactions.

Communication: Communicate clearly and respectfully with colleagues and clients.

Teamwork: Collaborate effectively with team members and respect diversity.

Workplace ethics: Adhere to company policies and ethical guidelines.

Confidentiality: Respect and maintain the confidentiality of company and client information.

Productivity: Fulfill job responsibilities efficiently and meet deadlines.

Safety: Follow workplace safety protocols and procedures.

Personal conduct: Avoid conflicts of interest and behave in a manner that reflects positively on the company.

Continuous learning: Stay updated with relevant skills and industry knowledge.

Yours sincerely,



Director

R SQUARE ENGINEERING PTE LTD

[Employee's Acknowledgment]

I, ADHIKARY PROTIK acknowledge receipt of this letter and accept the terms and conditions outlined herein.

Signature: _____

Date: _____