

**Company's Letterhead
Confirmation of Service
(With Salary Adjustment)**

Date

Name
Section / Department

Dear

Confirmation of Service

I am pleased to inform you that you are, with effect from, confirmed in your position as

Your basic salary with effect from will be adjusted to S\$ as a result of this confirmation.

You are advised that termination of service can now only be effected by either party giving to the other notice in writing or paying to the other the equivalent of pay in lieu of notice.

All other terms and conditions of service as contained in your letter of appointment dated shall remain unchanged.

May I formally welcome you to our Company and wish you many years of happy working relationships ahead.

Yours sincerely

Human Resource Manager

cc: