

Appointment Letter for Fixed Term Contract Workers

1. Appointment Period

As this is a fixed term appointment, your appointment as [position] shall take effect from [start date] to [end date].

OR

As this is a fixed term appointment tied in with the project XXX, your appointment as XXX shall be with effect from [start date] to the date of product delivery and commissioning, which is to be [end date]. If the project concludes earlier than expected, is terminated or delayed due to unexpected circumstances, your appointment shall be curtailed or extended accordingly. You shall then be notified in writing on the new estimated date of expiry.

2. Probation Period

You shall serve a period of [number] months on probation. Therefore, you shall be due for confirmation on this position on [date]. If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.

3. Termination Notice

Either party to this contract may serve a written notice to the other party to terminate the service without assigning reasons. During the probationary period, the notice period to be served by either party shall be [period]. After confirmation, the notice period to be served shall be [period].

4. Renewal of Contract

At the discretion of the Company, you may be offered renewal of the employment contract. Such written extension offer shall be presented to you not later than one month from the expiry of the current contract.

5. Cumulative Benefit Terms on Renewal

Should you decide to renew the contract, your service with the Company shall be deemed as continuous. Therefore, the length of service and the benefits you enjoyed shall be cumulative as per a permanent employee.

Should you decide not to extend the contract, all outstanding benefits including earned annual leave shall be paid to you at the last day of your service.