**ADDENDUM TO OFFER OF EMPLOYMENT**

This is an addendum (“**Addendum**”) to the Offer of Employment (“**Agreement**”) between <Company Name> (“**<Company Alias Name>**”) and <Employee’s Full Name> (the “**Employee**”) as <Job Title> (“**Assignment**”) contracted to work on a <Full-Time or Part Time> basis dated <Employment Start Date> whereby <Company Alias Name> and the Employee are collectively referred to herein as the “Parties”.

To this end, the Parties hereby mutually agree to modify the terms of the <Employment Start Date> agreement as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Before Changes** | **After Changes** |
| Example: Notice Period | 2 weeks’ notice | 1 months’ notice |

1. Other Agreement Terms to Remain the Same. Except as set forth in this Addendum, all other terms, covenants, and conditions of the Agreement shall remain the same.
2. Effective Date. The foregoing amendments/revisions to the Agreement shall be effective <Effective Date> except as otherwise specifically set for the herein.

The Parties hereto, by their signature below, enter into this Addendum, as set forth above.

Name of Employee : <Employee Full Name>

NRIC Number : <Employee’s NRIC Number>

Acknowledged by : <Employee’s Sign off>

Representative of <Company Name> : <Name of Representative>

Endorsed by : <Sign off by the Representative> <Company stamp>