

Internal Transfer Letter

<Insert Date>

<Insert Name>

<Insert Employee #>

<Insert Current Business unit e.g. SCM>

Dear <Insert Name>

Internal Transfer from <insert current business unit> to <insert the new business unit>

We, <insert company entity> “the Company” are pleased to confirm your internal transfer with effect from <insert effective date> to the position <insert External/Business Title>. This position holds an internal title of <insert internal title> at Job Band <insert job band>.

You shall be reporting to <insert immediate manager’s title> in this business unit.

Your base salary will remain at <insert current basic salary> per month. Your compensation package will be reviewed yearly in accordance with Company policy.

All other terms and conditions of employment will remain unchanged as per your original Letter of Appointment.

I believe this to be an excellent opportunity for you to continue your excellent contribution to the company and remain as part of the Company’s exciting future. Please indicate your acceptance by signing the duplicate copy of the Transfer Letter and return to us.

You’re sincerely,

<Insert company entity>

<Insert HR BU Prime's Name>

Human Resource Manager

In accepting the above Internal Transfer within <insert company entity>, I,
_____ (NRIC: _____), hereby agree to abide by the terms and
conditions set out in the above Transfer Letter and all policies and regulations of
the company as may be amended from time to time.

Name & Signature

Date