



LAMINATE DOOR PTE LTD

UEN: 2018058924N

8 Boon Lay Way, Tradehub 21, #01-16, Singapore 609964

30 June 2026

PRIVATE & CONFIDENTIAL

By Hand and by Registered Post

Ms Chew Sin Min, Chelsea

NRIC/FIN: M3290056Q

Designation: Accounts Executive

Dear Chelsea,

RE: NOTICE OF CESSATION OF EMPLOYMENT – EXPIRY OF FIXED-TERM CONTRACT

We refer to your fixed-term contract of employment with Laminare Door Pte Ltd (“the Company”), which commenced on 30 August 2024.

This letter serves as formal written notice that your fixed-term contract of employment will expire, and your employment with the Company will accordingly cease, by effluxion of time on 31 July 2026 (“Last Day of Employment”). This cessation is a non-renewal of a fixed-term contract and is not a termination for cause or misconduct. This cessation arises from the natural expiry of your contract term.

1. Final Salary and Payments

Your final salary of S\$3,000.00 (pro-rated where applicable) will be paid on 7 August 2026, in accordance with the Employment Act. Your outstanding unconsumed annual leave of 3 days will be encashed and paid together with your final salary. A final itemised payslip will be issued to you separately.

2. Return of Company Property

Please return the following Company property to HR no later than your Last Day of Employment: (i) company laptop, and (ii) company mobile phone / SIM card.

3. Work Pass

As your Employment Pass is tied to your employment with the Company, the Company will proceed to cancel your Employment Pass via the EP Online portal following your Last Day of Employment, in accordance with MOM requirements. You are not a Work Permit holder and repatriation provisions accordingly do not apply.

4. Acknowledgement

This letter constitutes formal written notice of the cessation of your employment by expiry of your fixed-term contract, and takes effect on the date stated above regardless of whether you countersign this letter. Your signature below is requested solely to acknowledge receipt of this letter and does not affect the validity or effective date of the cessation. Should you decline to sign, the Company will retain a record of the date and manner in which this letter was delivered to you as proof of service.

Please contact HR should you have any queries regarding your final pay, leave encashment, or the return of Company property.



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Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Sin min', written over a horizontal line.

For and on behalf of
Laminate Door Pte Ltd

ACKNOWLEDGEMENT OF RECEIPT (NOT A CONDITION OF VALIDITY)

I acknowledge receipt of this letter on the date below. I understand that my signature below acknowledges receipt only, and that my employment ceases on 31 July 2026 whether or not I sign this section.

Signature: Sin min Date: 31.07.2026

Name: Chew Sin Min, Chelsea NRIC/FIN: M3290056Q