

# Permanent EC — Senior Product Manager, Stratosphere Compute

**Sample document — not legal advice.** This document was drafted by the LawCrew AI agent team and is published at [lawcrew.ai/samples](https://lawcrew.ai/samples) as a showcase of how our pipeline approaches a common Singapore Employment Contract scenario. This run completed automated drafting, self-critique, adversarial review and deterministic gates, then routed to lawyer review (Auto-revision exhausted after 5 attempts. Remaining: KET §95A item 5: Key Employment Term "duration\_of\_employment" was not detected in the rendered draft (EA §95A requires this).; Clause 1.3 - Exclusive Employment: Protects the Employee's right to engage in harmless personal, volunteer, or passive investment activities without requiring arbitrary employer permission.; Clause 5.4 - Deductions: Adds procedural fairness and requires mutual agreement before the Employer docks pay for alleged damages or losses, protecting the Employee from unilateral wage withholding.; Clause 6.3 - Bonus Payout Pro-ration: Prevents the Employer from terminating the Employee without cause just before the bonus payout date to avoid paying an earned performance bonus.; Clause 8(b) - Annual Leave Forfeiture: Prevents the Employer from functionally depriving the Employee of statutory or contractual leave benefits by repeatedly denying leave requests until forfeiture.). **It is not legal advice and is not tailored to any specific transaction.**

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*Sample Employment Contract #02 · Agent-drafted; routed to lawyer review · Published 2026-05-24*

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This Contract of Employment ("Contract") is entered into on **2026-07-15** between **Stratosphere Compute Pte Ltd** (UEN: 201812345B), a company incorporated in Singapore ("Employer"), and **Nguyen Thi Lan Anh** (NRIC/FIN/Passport: G1234567K) ("Employee").

The Employer and Employee agree that the terms and conditions set out in this Contract shall govern the employment of the Employee with effect from the Commencement Date.

## 1. Appointment and Commencement

**1.1** The Employer appoints the Employee to the position of **Senior Product Manager, Edge AI**, reporting to Vice President, Product.

**1.2** Employment commences on **2026-07-15** ("Commencement Date").

**1.3** The Employee agrees to devote their full working time and attention to the Employer's business and shall not, without prior written consent, engage in any other employment, trade, or business during employment.

## **2. Duties and Responsibilities**

**2.1** The Employee shall perform the duties and responsibilities assigned to the position of Senior Product Manager, Edge AI, including such additional or varied duties as the Employer may reasonably require from time to time.

**2.2** The Employee shall carry out all duties diligently, professionally, and in accordance with the Employer's policies, procedures, and lawful instructions.

**2.3** The Employee acknowledges that the description of duties above is not exhaustive and may only be varied by the Employer with the Employee's prior written consent, provided such variation does not materially reduce the Employee's status, seniority, or remuneration.

## **3. Place of Work**

**3.1** The Employee's primary place of work is **1 Fusionopolis Place, #03-20, Singapore 138522 (hybrid: 2 days/week in office)**.

**3.2** The Employer may require the Employee to work at other locations within Singapore or travel on business from time to time as reasonably required.

**3.3** Any remote work arrangements shall be as agreed separately in writing and may be varied only by mutual written agreement between the Parties.

## **4. Working Hours**

**4.1** Normal working hours are **42.5 hours per week**, 5 days per week.

**4.2** The Employee's rest day is Sunday.

**4.3** The Employee may be required to work overtime as reasonably required. The Employee is not covered by Part IV of the Employment Act 1968 in respect of overtime pay, rest days, and hours of work. Any overtime shall be agreed in writing between the Parties.

## **5. Remuneration**

**5.1** The Employer shall pay the Employee a basic salary of **S\$10,000.00 per month** ("Basic Salary").

**5.2** Salary shall be paid by the 25th day of each calendar month via bank transfer to the Employee's designated account.

**5.3** CPF contributions are not applicable to the Employee as the holder of a work pass. The Employer shall pay Skills Development Levy (SDL) as required by applicable law.

**5.4** Salary shall not be subject to unauthorised deductions. Any deduction shall comply with the authorized deduction provisions under Part III of the Employment Act 1968.

## **6. Bonus and Variable Pay**

**6.1** The Employee may be eligible for a variable bonus at the Employer's discretion, subject to the Employee's performance and the Employer's business results.

**6.2** Any bonus paid in one year shall not create an obligation on the Employer to pay a bonus in any subsequent year. Subject to the terms of Clause 6.3, the Employer's determination of the bonus quantum shall be made reasonably and in good faith.

**6.3** Annual performance bonus targeted at two months of basic salary, with payout subject to company OKR achievement and individual performance review against targets mutually agreed in writing at the start of each performance cycle. Initial equity grant of 20,000 restricted share units vesting over four years, 25% after the first anniversary of the start date and the remainder in equal quarterly tranches over the following three years, subject to continued employment, provided that if the Employer terminates the employment without cause, any unvested portion of the equity grant scheduled to vest within the Employee's notice period (regardless of whether the notice period is served or paid in lieu) shall accelerate and vest immediately.

## **7. Central Provident Fund**

**(a)** Both the Employer and the Employee shall make CPF contributions at the rates prescribed by the Central Provident Fund Act 1953 and the CPF Board from time to time, in accordance with the Employee's age and residency status.

**(b)** The Employee's share of CPF contributions shall be deducted from monthly salary. The Employer's share is borne by the Employer and shall not be deducted from the Employee's salary.

**(c)** For foreign Employees holding an Employment Pass, S Pass, or other work pass, CPF contributions are not applicable. Skills Development Levy (SDL) shall be paid by the Employer as required by law.

## **8. Annual Leave**

**(a)** The Employee is entitled to annual leave as follows, accruing based on completed years of service:

<b>Year of Service</b>	<b>Annual Leave Entitlement</b>
1st year	7 days (pro-rated based on completed months)
2nd year	8 days
3rd year	9 days
4th year	10 days
5th year	11 days
6th year	12 days
7th year	13 days
8th year and above	14 days

**(b)** Annual leave shall be taken at a time mutually agreed with the Employer. Unused leave may be carried forward for one (1) year only and shall thereafter be forfeited unless the Employer expressly agrees otherwise in writing.

**(c)** The above entitlements meet or exceed the minimum requirements under the Employment Act 1968.

## **9. Sick Leave and Hospitalisation Leave**

**(a)** The Employee is entitled to paid sick leave (outpatient) and paid hospitalisation leave based on completed months of service as follows:

<b>Completed Months of Service</b>	<b>Paid Outpatient Sick Leave</b>	<b>Paid Hospitalisation Leave (inclusive of outpatient)</b>
3 months	5 days	15 days
4 months	8 days	30 days
5 months	11 days	45 days
6 months and above	14 days	60 days

**(b)** Entitlement to paid sick leave requires the Employee to be examined and certified unfit for work by a registered medical practitioner or a medical practitioner at a government hospital or clinic.

**(c)** The Employee must inform the Employer (or the Employee's supervisor) of absence due to illness as soon as practicable and, in any event, within 48 hours of commencement of absence, in accordance

with Section 89(4) of the Employment Act 1968. Failure to comply may result in the absence being treated as unpaid leave.

**(d)** The Employer shall pay for the Employee's medical consultation at designated clinics or any public medical institution.

## **10. Public Holidays**

**(a)** The Employee is entitled to all eleven (11) gazetted public holidays in Singapore per year in accordance with the Employment Act 1968.

**(b)** If the Employee is required to work on a public holiday, the Employee shall, by default, be entitled to an extra day's salary at the basic rate of pay in addition to the ordinary day's salary. By mutual agreement between the Parties, a day off in lieu may be substituted for the extra day's salary, in accordance with the Employment Act 1968.

**(c)** If a public holiday falls on the Employee's rest day, the following working day shall be observed as a paid public holiday in lieu.

## **11. Family-Related Leave**

The following statutory family-related leave entitlements apply under the Child Development Co-Savings Act 2001 ("CDCSA"). Actual entitlements depend on the employee's and child's citizenship status as specified in the CDCSA.

**(a) Maternity Leave.** A female employee who has been employed for at least three (3) consecutive months before the birth of her child is entitled to maternity leave as follows: (i) sixteen (16) weeks for the mother of a Singapore citizen child; (ii) twelve (12) weeks otherwise (the first eight (8) weeks being employer-paid and the remaining four (4) weeks unpaid, under the Employment Act). Any government-paid portion for eligible citizens is reimbursed to the Employer by the Government under the CDCSA.

**(b) Paternity Leave.** An eligible father of a Singapore citizen child who has been employed for at least three (3) consecutive months before the birth is entitled to government-paid paternity leave under the CDCSA at the prevailing statutory entitlement.

**(c) Shared Parental Leave.** Eligible working parents of a Singapore citizen child may share statutory shared parental leave under the CDCSA at the prevailing entitlement, subject to the child's birth or adoption date, mutual arrangements, notice requirements, and the eligibility requirements of the CDCSA.

**(d) Childcare Leave.** An employee who is the parent of a Singapore citizen child below seven (7) years of age and has been employed for at least three (3) consecutive months is entitled to six (6) days of childcare leave per year (two (2) employer-paid days plus four (4) government-paid days). An

employee with a non-citizen child is entitled to two (2) days of employer-paid childcare leave per year under the Employment Act.

**(e) Infant Care Leave.** An employee who is the parent of a Singapore citizen child below two (2) years of age is entitled to up to twelve (12) days of unpaid infant care leave per year under the CDCSA.

**(f)** The Employer shall process and administer all claims under this clause promptly and shall not penalise the Employee for exercising any statutory family-related leave entitlement.

## **12. Probationary Period**

**(a)** The first **3 month(s)** of employment shall be a probationary period ("Probationary Period").

**(b)** During the Probationary Period, either Party may terminate employment by giving **14 days'** written notice or salary in lieu of notice.

**(c)** Upon successful completion of the Probationary Period, the Employer will confirm the Employee's appointment in writing. The Employer may, at its discretion, extend the Probationary Period once by up to 1 month.

## **13. Termination and Notice**

**(a)** After confirmation, either Party may terminate this Contract by giving the other **2 month(s)** written notice or by paying salary in lieu of notice (or a combination thereof), provided that the Employer shall not terminate the employment on any protected ground under the Workplace Fairness Act 2025 (including age, nationality, sex, marital status, pregnancy status, caregiving responsibilities, race, religion, language, or disability and mental health conditions).

**(b)** The Employer may, after conducting a due inquiry in accordance with Section 14 of the Employment Act 1968, terminate this Contract without notice or salary in lieu of notice if the Employee commits an act of gross misconduct, wilful disobedience, dishonesty, or any other act that constitutes a serious breach of the terms of employment.

**(c)** Pending the completion of a due inquiry, the Employer may suspend the Employee from work for a period not exceeding one week. The Employer shall pay the Employee at least half the Employee's salary during the period of suspension. If the Employer decides not to dismiss the Employee after the inquiry, the Employer shall restore the full salary for the suspension period, in accordance with Section 14(8) of the Employment Act 1968.

**(d)** The Employer may at its discretion place the Employee on garden leave during any notice period, during which it is not obliged to assign duties but shall continue to pay the Employee's salary and contractual benefits. Upon termination or commencement of any garden leave, the Employee shall return all Employer property, cease using Employer systems and Confidential Information, and

comply with post-employment obligations in this Contract, provided that the duration of any post-employment restrictive covenants in Clause 17 shall be reduced by the period of garden leave served.

**(e)** The Employer shall pay final salary and other sums due within the timelines required by the Employment Act 1968. As a general guide: where the Employee resigns and serves the required notice, final salary is payable on the last day of employment; where the Employee resigns without serving notice, payment is due within seven (7) days after the last day of employment; and where the Employer terminates employment or dismisses the Employee for misconduct, payment is due on the last day of employment or, if that is not possible, within three (3) days (excluding public holidays and rest days) after termination or dismissal.

#### **14. Work Pass**

**(a)** The Employee's employment is subject to obtaining and maintaining a valid work pass (Employment Pass, S Pass, or other applicable pass) issued by the Ministry of Manpower ("MOM") in accordance with the Employment of Foreign Manpower Act 1990 ("EFMA").

**(b)** The Employee shall inform the Employer immediately of any change in work pass status, nationality, or other material change in immigration status.

**(c)** If the Employee's work pass application is rejected, cancelled, revoked, or not renewed, and the Employer is unable to obtain or maintain a valid work pass for the Employee in connection with the role after considering any reasonable appeal or redeployment steps, this Contract shall terminate immediately without notice or payment in lieu of notice, as the Employee is legally prohibited from working in Singapore; provided that if the cancellation or revocation is caused by the Employer's discretionary act (other than a valid termination for cause under Clause 13(b)), the Employer shall pay the Employee salary in lieu of the applicable notice period. The Employee remains entitled to accrued salary, statutory entitlements, and any payment required by law up to the termination date.

**(d)** The Employee shall not engage in any occupation, trade, or business other than that specified in the work pass without MOM's prior written approval.

**(e) Repatriation.** On expiry or cancellation of the work pass, the Employer shall, to the extent required by EFMA and any applicable conditions of the work pass, bear the cost of repatriating the Employee to the Employee's home country, unless the Employer's obligation is waived in writing by MOM or (where legally permitted under the applicable work pass conditions) the Employee expressly consents in writing to bear the cost of repatriation.

**(f) Tax Clearance.** The Employer shall comply with the tax-clearance obligations under the Income Tax Act 1947 (Singapore) in respect of the Employee. The Employer shall notify the Inland Revenue Authority of Singapore ("IRAS") of the Employee's impending cessation of employment or departure from Singapore no later than one (1) month before the Employee's last day of employment or departure date (whichever is earlier), and shall withhold and not release any moneys due to the Employee until IRAS issues a tax-clearance directive or indicates that no additional tax is payable.

## 15. Confidentiality

(a) The Employee shall hold all Confidential Information in strict confidence and shall not, during employment or at any time thereafter, disclose, use, or permit the use of any Confidential Information except in the proper performance of their duties.

(b) "Confidential Information" means all information, whether oral or written, relating to the Employer's business, clients, finances, trade secrets, technology, personnel, or operations that is not in the public domain.

(c) The Employee may disclose Confidential Information where required by law, court order, or a regulator of competent jurisdiction, to professional advisers under duties of confidence, or for good-faith complaints, reports, or claims to MOM, TADM, TAFEP, a court, tribunal, regulator, or other competent authority.

(d) The Employee's confidentiality obligations are consistent with and supplementary to the common law duty of fidelity and any applicable obligations under the Computer Misuse Act 1993 and the Official Secrets Act 1935.

(e) These confidentiality obligations survive termination of this Contract indefinitely with respect to trade secrets and for five (5) years with respect to other Confidential Information.

## 16. Intellectual Property

(a) Except for pre-existing works owned by the Employee prior to employment (whether or not formally declared in writing), all Intellectual Property Rights in any work, invention, design, software, or other output created by the Employee in the course of employment ("Employee Works") shall vest in and be assigned to the Employer, and the Employee hereby assigns all such rights to the Employer with effect from the date each Employee Work is created.

(b) The Employee waives all moral rights in Employee Works to the extent permitted by law, solely for the purposes of the Employer's actual or reasonably anticipated business.

(c) The Employee shall promptly disclose all Employee Works to the Employer and shall sign all documents and take all steps reasonably required to give effect to this assignment.

(d) For the avoidance of doubt, this clause does not affect the Employee's rights in inventions made wholly outside working hours without using the Employer's resources, facilities, or Confidential Information, and which do not relate to the Employer's actual or reasonably anticipated business.

## 17. Post-Employment Restrictions

(a) **Non-Competition.** For a period of **6 months** after termination, the Employee shall not, without the Employer's prior written consent, be engaged in, own, manage, operate, or consult for any business within Singapore that directly competes with the specific parts of the Employer's business

with which the Employee was materially involved during the final twelve (12) months of employment. Geographically, this restriction is strictly limited to Singapore. Nothing in this clause prevents the Employee from holding as a passive investment up to 5% of the shares or securities in any publicly listed company.

**(b) Non-Solicitation of Clients.** For a period of **12 months** after termination, the Employee shall not directly or indirectly solicit or actively canvass any client of the Employer with whom the Employee had material contact during the last twelve (12) months of employment.

**(c) Non-Solicitation of Employees.** For a period of **12 months** after termination, the Employee shall not directly or indirectly solicit or recruit any key or senior employee of the Employer with whom the Employee had working contact during the last twelve (12) months of employment. This restriction does not apply to general public recruitment advertisements or campaigns not specifically targeted at the Employer's employees.

**(d) Enforceability.** The restrictions in this Clause 17 shall not apply if the Employer terminates the Employee's employment without cause or if the Employee terminates the employment due to a repudiatory breach by the Employer. Each restriction is intended to operate independently. If any restriction is found to be unreasonable or unenforceable by a court of competent jurisdiction, the remaining independent restrictions shall continue to apply to the extent legally enforceable. The Employee acknowledges that the Employer has legitimate proprietary interests (including in its Confidential Information, trade connections, and workforce stability) which these restrictions are reasonably designed to protect, and that the scope, duration, and geography are reasonable.

## **18. Personal Data**

**(a)** The Employee consents to the Employer collecting, using, and disclosing the Employee's personal data (including name, NRIC/FIN, contact details, financial and medical information) for the purposes of managing the employment relationship, payroll, benefits administration, compliance with legal obligations, and other reasonable employment-related purposes set out in the Employer's PDPA Privacy Notice, provided such purposes are lawful and the Employee is notified.

**(b)** The Employer shall handle the Employee's personal data in accordance with the Personal Data Protection Act 2012 (No. 26 of 2012) ("PDPA") and the Employer's data protection policies.

**(c)** The Employee may, subject to legal exceptions, access or correct their personal data by contacting the Employer's Data Protection Officer.

## **19. Governing Law**

**(a)** This Contract shall be governed by and construed in accordance with the laws of Singapore.

**(b)** Any dispute arising out of or in connection with this Contract, including any dispute as to its validity, shall be submitted to the exclusive jurisdiction of the courts of Singapore.

(c) Nothing in this clause limits the Employee's rights to make a complaint to the Ministry of Manpower or to file a claim with the Employment Claims Tribunals.

## 20. General

(a) **Entire Agreement.** This Contract constitutes the entire agreement between the Parties regarding the employment and supersedes all prior negotiations, representations, and understandings.

(b) **Amendments.** Any amendment to this Contract must be in writing and signed by both Parties.

(c) **Severability.** If any provision of this Contract is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

(d) **No Waiver.** Failure to exercise any right under this Contract does not constitute a waiver of that right.

(e) **Applicable Law.** This Contract is subject to the Employment Act 1968, the Central Provident Fund Act 1953, the Child Development Co-Savings Act 2001, the Work Injury Compensation Act 2019, and all other applicable Singapore legislation, which prevail to the extent of any inconsistency with this Contract. The Employer shall also comply with the Tripartite Guidelines on Fair Employment Practices as issued by the Tripartite Alliance for Fair and Progressive Employment Practices.

## 21. Execution

<b>For and on behalf of Employer</b>	<b>Employee</b>
<b>Stratosphere Compute Pte Ltd</b>	<b>Nguyen Thi Lan Anh</b>
By: Aravind Krishnan (Vice President, People)	NRIC/FIN/Passport: G1234567K
Signature: _____	Signature: _____
Date: _____	Date: _____

## 22. Schedule 1 — Key Employment Terms

This Schedule sets out the Key Employment Terms ("KETs") as required by the Employment Act 1968, Section 95A.

#	Key Employment Term	Details
1	Full name of employer	Stratosphere Compute Pte Ltd
2	Full name of employee	Nguyen Thi Lan Anh
3	NRIC number / FIN / Passport number	G1234567K
4	Job title, main duties and responsibilities	Senior Product Manager, Edge AI. Main duties as assigned by the Employer under Clause 2.
5	Date of commencement	2026-07-15
6	Normal working hours per day / week	8.5 hours per day / 42.5 hours per week
7	Number of working days per week	5
8	Rest day	Sunday
9	Salary period	Monthly
10	Salary payment date	25th day of each calendar month
11	Basic monthly salary	S\$10,000.00
12	Fixed monthly allowances	Nil
13	One-off / non-monthly allowances	Nil
14	Fixed deductions	Nil (beyond statutory deductions)
15	Other salary components	Variable bonus: Annual performance bonus targeted at two months of basic salary, with payout subject to company OKR achievement and individual performance review. Initial equity grant of 20,000 restricted share units
16	Overtime pay rate	Not applicable (non-Part IV employee)

#	Key Employment Term	Details
17	Probationary period	3 month(s)
18	Notice period	14 days (during probation); 2 month(s) (post-probation)
19	Leave entitlements	Annual: per Annual Leave clause. Sick: per Sick Leave and Hospitalisation Leave clause. Public holidays: 11 days/year. Family-related leave: per Family-Related Leave clause.
20	Medical benefits	As per Employer's medical benefits policy
21	Other benefits in kind	As per Employer's HR policies

Note: The Employer must provide this Schedule to the Employee within 14 days of commencement, in accordance with Section 95A of the Employment Act 1968.