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## Human Resource Policy Termination of Employment

**Effective Date:** 01 Aug 2025

**Policy Owner:** Human Resources Department

**Reviewed By:** Vivian Heng

**Next Review Date:** 31 Jul 2026

### 1. Purpose

This policy outlines the procedures and obligations related to termination of employment for both employees and the employer, in alignment with the guidelines provided by the Ministry of Manpower (MOM), Singapore.

### 2. Scope

This policy applies to all full-time and part-time employees of [Company Name], regardless of role or seniority. Specific provisions apply to employees on probation and those in senior leadership roles.

### 3. Notice Period Requirements

A minimum one (1) month written notice is required from either the employee or the employer to terminate employment, or as stipulated in the employee's appointment letter, whichever is applicable.

- Salary in lieu of notice may be provided by either party, equivalent to one month's basic salary.
- Notice may be waived by mutual agreement, documented in writing.
- The notice period includes weekends, public holidays, and the day the notice is served.

### Probation Clause

- Employees under probation are required to serve a minimum of two (2) week's written notice, or as stated in their appointment letter.
- The employer may terminate employment during the probation period with two week's notice or salary in lieu.

### Management Role Exception

- For designated management positions (e.g. department heads, directors), the notice period may extend up to three (3) months, as specified in their appointment letters.

Note: During the notice period, benefits may be withheld and leave applications may be declined at the Company's discretion.

### 4. Termination by Employer

The company reserves the right to terminate employment by:

- Providing **written notice or salary in lieu**, as per clause 3
- Terminating **without notice**, only in cases of **serious misconduct** (examples may include theft, fraud, insubordination, assault, gross negligence, and criminal conviction), subject to a formal inquiry



## 5. Disciplinary Action Process

Stage	Action Taken	Documentation Required
Verbal Warning	Feedback issued	HR log or email summary
First Written Warning	Notice of performance concern	Signed warning letter
Final Written Warning	Formal caution before action	Signed warning letter
Performance Plan/Inquiry	Support or investigation	Improvement plan or inquiry record

For **gross misconduct** (e.g. theft, fraud, abuse), immediate termination may occur after a documented **internal inquiry**.

## 6. Termination by Employee

- Employees must submit **written notice** as stipulated in their appointment letter or provide salary in lieu.
- Early departure without notice may result in a **deduction of salary** equivalent to the notice period.

## 7. Formal Termination Letter

All termination cases must include a formal letter with:

- Employee's name and position
- Effective date of termination
- Notice served or salary in lieu
- Reason for termination (optional but recommended)
- Signatures of the employee and HR representative

## 8. Exceptions & Review

Any exceptions — including probation terms and senior-level agreements — must be reviewed and approved by HR and senior management. This policy is subject to periodic review in accordance with MOM updates.

## 9. Consequences of Termination

Employee must return Company property, disclose asset location, avoid retaining or duplicating confidential materials, and notify HR of any unauthorized use.