

<Print on Releasing Employer's Company Letter Head>

<Insert Date>

Singapore Business Federation  
160 Robinson Road  
#06-01 SBF Center  
Singapore 068914

Dear Officer-in-charge

**LETTER OF CONSENT TO TRANSFER EMPLOYMENT OF WORKER**

Name of worker:  
Work Permit no.:

Nationality:  
Work Permit Expiry Date:

We, \_\_\_\_\_ <Company Name of Releasing Employer>, agree to transfer the employment of the abovenamed worker to \_\_\_\_\_ <Company Name of Hiring Employer>.

Thank you.

\_\_\_\_\_  
**Authorized Signature with Company Stamp**

<Company Name of Releasing Employer>

Name & Designation of Authorized Personnel  
(Authorized personnel should be Managerial position and above)

\*Sector: Manufacturing / Services

Industry:

\*SME: Yes / No

CPF Submission No.:

Contact no.

Date

*\*Please delete accordingly*

\_\_\_\_\_  
**Authorized Signature with Company Stamp**

<Company Name of Hiring Employer>

Name & Designation of Authorized Personnel  
(Authorized personnel should be Managerial position and above)

\*Sector: Manufacturing / Services

Industry:

\*SME: Yes / No

CPF Submission No.:

Contact no.

Date

I, \_\_\_\_\_ <Full name of worker>, holder of Work Permit No. \_\_\_\_\_, consent to the transfer of my employment from \_\_\_\_\_ <Company Name of Releasing Employer> to \_\_\_\_\_ <Company Name of Hiring Employer>.

本人, \_\_\_\_\_ 《全名》, 工作准证号码 \_\_\_\_\_ 持有者, 同意从 \_\_\_\_\_ 《前雇主的公司名称》转换工作到 \_\_\_\_\_ 《准雇主的公司名称》。

\_\_\_\_\_  
Signature of Worker 员工签名 / Date 日期