Date:\_\_\_\_\_\_\_\_\_\_\_

Employment and Employability Institute Pte Ltd

80 Jurong East Street 21

#07-03 Singapore 609607

**Attn: Ms. Caryn Lim, Chief Executive Officer**

Dear Sirs

**WITHDRAWAL FROM GRANT OF FUNDING SUPPORT UNDER THE <PROGRAMME NAME> (THE “GRANT”)**

1. We refer to your letter of offer dated <**dd/mm/yyyy**> (Ref No.:<**Tracking S/N>)** (the “**Letter of Offer**”) and our letter of acceptance dated <**dd/mm/yyyy**>.
2. Please be informed that we wish to withdraw the Project (as defined in the Letter of Offer) from the Grant for the following reasons. <**Please provide reasons**>.
3. We hereby agree to repay to e2i all amounts received under the Grant (if any) plus interest, at the interest rate to be determined by e2i.

Yours faithfully,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_