

# COMFORT AGED CARE GROUP PLT

No.377, Jalan Likas 1, Kg. Likas, 88400 Kota Kinabalu, Sabah, Malaysia  
Tel : 088-274520, Fax : 088-270731, Email : [kjchau88@hotmail.com](mailto:kjchau88@hotmail.com)

**PRIVATE & CONFIDENTIAL**

Ref: CACG/HR/LO/2019.013

2<sup>nd</sup> February 2019

**Ms Arleni Ajik**  
Kg. mangkadait, P S 539  
89308 Ranau, Sabah

Dear **Ms Arleni**,

## **LETTER OF OFFER**

We refer to your application for employment and would like to offer you the position of **Junior Physiotherapist** subject to the following terms and conditions:-

### **1) Date of Commencement**

You will be required to commence work on **7<sup>th</sup> February 2019** reporting at 9:00am to **Comfort Aged Care Centre**, at No.377, Jalan Likas 1, Kg. Likas, 88400 Kota Kinabalu, Sabah.

### **2) Salary**

During the period of employment, you will be paid a basic salary of **1,100.00** (Ringgit Malaysia **One Thousand and one Hundred Only**) per month which is subject to whatever deduction required in compliance with the relevant laws in force. Upon confirmation, you will be entitled to a monthly physiotherapy allowance

### **3) Probation**

You will initially be on probationary period of **three (3) months** subject to extension for a further Three months if deemed necessary by the Management. After satisfactory completion, your position will be confirmed in writing. However, at any time during this probation period, your service may be terminated within 48 hours by either side without notice and without assigning any reason thereof.

---

No.377, Jalan Likas 1, Kg. Likas, 88400 Kota Kinabalu, Sabah, Malaysia

#### **4) Duties and Responsibilities**

Your duties and responsibilities will include those that are expected of you as an employee of **COMFORT AGED CARE GROUP** and these may be varied from time to time by the Management.

#### **5) General Conduct**

During your employment you will be expected to perform your duties assigned to you in a loyal, efficient, trustworthy and honest manner.

#### **6) Pre-Employment Medical Examination**

Your employment will be subject to a **satisfactory** medical examination as certified by the company's Medical Doctor.

#### **7) Working Hours**

You shall follow the **working hours** arranged by our management. It is the prerogative of the Company to vary the working hours. The total working hours shall be **forty-eight (48)** hours per week. Your rest day will be scheduled on either Saturday or Sunday according to our work schedule.

#### **8) Employees Provident Fund / SOCSO/ EIS**

The company and employee will contribute to the **Employees Provident Fund, SOCSO, Employment Insurance Scheme** at the current rates specified by the Employees Provident Fund Act and Social Security Act respectively.

#### **9) Medical Benefits**

All medical consultations should be sought at Government Hospitals and polyclinics. Otherwise, fees incurred in connection with medical consultations sought elsewhere will not be entertained. The company does not provide medical expenses in respect of dental, cosmetics, optical and Chinese physician treatments.

#### **10) Annual Leave**

On completion of every twelve (12) months service, you shall be entitled paid annual leave as follows:-

1 year and above but less than 5 years	14 working days
5 years and above but less than 10 years	16 working days
10 years and above	18 working days

Annual leave can only be taken after confirmation. Any leave taken before confirmation will be treated as unpaid leave.

## **11) Public Holidays**

The Company observes all statutory holidays in a year, except Wesak, Awal Murharram, Muhammad's Birthday and Deepavali,

## **12) Sick Leave**

You will be entitled to paid sick leave per calendar year upon the presentation of a medical certificate certified by a registered medical practitioner as follows-

Less than 2 years of service :	14 calendar days
2 years & above but less than 5 years:	18 calendar days
More than 5 years of service :	22 calendar days

## **13) Accommodation**

The management provide **free accommodation** to all confirmed staff, however, all staff must comply with our accommodation house rule.

## **14) Transfer**

The Management reserves the right to transfer you to other position within the organization.

## **15) Termination of Employment**

Upon confirmation of service, termination of employment will require from either party giving **One (1) month notice** in writing or **one (1) month** salary in lieu of notice.

In the case of termination by disciplinary actions, then the requirement of giving **One (1) month's** notice for termination shall be waived and the Management reserves all the rights not to pay you any salary not earned by you.

## **16) Secrecy Agreement**

You are required to keep all transactions, information, staff affairs, trade secrets, business affairs affecting the Company, its clients or associates throughout your employment and thereafter and shall be liable for any act or acts in breach of this agreement. The Secrecy Agreement is attached for your execution.

## **17) Prohibition of outside work / business (conflict of interest)**

You will not during your employment with the company except with the specific approval of the company, undertake other work for remuneration or work which to your knowledge would constitute a conflict of interest with the business of the company.

## 18) Personnel and Administrative Guidelines

You will be bound at all times by the **General Terms and Conditions of Service** or by directives issued by the Management from time to time. The Company reserves the right to change the **General Terms and Conditions of Service** at its absolute discretion by a notice in writing or by general advertisement in any one or more of the forms of mass communication.

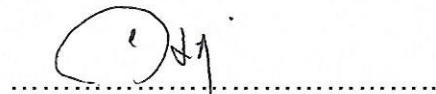
## 19) Company Culture and Code of Behaviour

Upon signing this letter of offer, you will become a "company partner" and will be involved in the processes of helping **COMFORT AGED CARE GROUP** to become "**A centre of excellence in the provision of quality Aged Care Service in this region**"

Kindly indicate your acceptance of our offer and understanding of the terms and conditions by signing and returning the duplicate copy to us before **15th July 2018**. Should we not receive any indication from you within the specified period, we will assume that you are no longer interested and henceforth the offer will be considered lapse.

We welcome you to **COMFORT AGED CARE GROUP**.

Yours faithfully,



**Kent Chau Tak Bin**  
General Manager  
COMFORT AGED CARE GROUP

---

I, Arleni Ajik, NRIC No. **970809-12-6300**, have read and understood the above terms and conditions of service and agree to accept such terms and conditions of my employment.

- Arleni -  
.....

Signature

7 FEB 2019  
.....

Date