

25th Dec 2019

Dear Mr Chan Ee Kenn, (cekenn93@gmail.com)

I/C:

POST OF TRAINEE PHYSIOTHERAPIST

Welcome aboard to BENPHYSIO™ team & family.

We are pleased to offer you the post of TRAINEE PHYSIOTHERAPIST in B.E.N.PHYSIO & Rehab (1304338-A) centre with effective from 2nd Jan 2020 on the following terms and conditions:

1. Salary:

Your monthly basic salary during probation shall be RM 2,200.00 per month.

Upon confirmation, basic salary shall increase to RM 2600.00 per month with RM 200.00 transport allowance.

2. In-House Training:

You will be required to attend B.E.N.PHYSIO's in-house training for a period of two (2) months, of which your performance will be reviewed upon completion. A sum of RM800 (RM400 x 2) training fees will be deducted from your 1st & 2nd month salary. However, this training fee will be refunded to you on your 13th & 14th month salary but it will be forfeited if you choose to leave the company before that, vice versa.

3. Probation period:

You will be required to undergo a probation period of three (3) to six (6) months (inclusive of 2 months of training) at the end which your performance will be reviewed and upon satisfactory completion of probation period, you will be confirmed in your post as a junior physiotherapist. Please note that your probation period can be extended to a further three (3) months if your performance is found to be unsatisfactory.

Post probation, you will be posted to Bangsar Village Branch and Oval Damansara.

4. Termination of Service:

During the period of training / probation, either party may terminate your services with the centre by giving one (1) week notice if your work performance has been appraised as unsatisfactory.

Upon confirmation, the notice of termination shall be one (1) month by either parties.

5. EPF:

You shall contribute through the centre your share of the EPF and the centre will contribute its share as an employer according to the EPF Ordinance currently enforced.

6. Hours of Duty:

1st month In-House Training: Monday to Friday only, 9:00am to 7:00pm.

2nd month In-House Training: Monday to Friday, 10:00am to 8:00pm, with one-day-off during weekday, and Saturday / Sunday, 10.00am - 8.00pm.

3rd month: Change according to Workplace Opening Hours.

7. Public Holidays:

Twelve (12) public holidays gazetted by the Central Government of Malaysia and by the Government of the state of Wilayah Persekutuan.

If workplace is open on public holiday, one (1) replacement day will be given.

8. Annual Leaves:

You are NOT entitled for annual leave during your tenure as a Trainee Physiotherapist.

Upon confirmation, you are entitled to twelve (12) days EARNED annual leaves per year.

9. Medical & Emergency Leave:

Emergency will be considered as no pay leave during probation.

Upon confirmation, you are entitled to 14 days medical leaves for employment < 2 years, 18 days for employment 2- 5 years, 22 days for employment > 5 years.

10. Medical Benefits:

Nil. But employees are encouraged to purchase their own medical insurance.

11. Conflicts of Interest:

While under the employment with the centre, you shall not engage directly or indirectly, either in your name or through any other person, in any activity, private trade or business, the nature being identical, similar or allied which could be of conflict or compete with the centre's business or adversely affect the performance of your duty.

Upon resignation, you agreed NOT to apply BENPHYSIO's Approach in any other private physiotherapy clinic practices or business in Malaysia.

Please sign and return the duplicate of the letter indicating your acceptance.

Thank you.

Yours sincerely,

Ben Loo

B.E.N.PHYSIO™ & Rehab (1304338-A)

I hereby confirm acceptance to the above terms and conditions.

Signature of Trainee Physio: _____ ()

Witnessed: _____ ()

Date: _____ ()