



Date : 9th May 2019

MUHAMMAD ALKAUTHAR BIN HARUN
(NRIC No.)

PRIVATE & CONFIDENTIAL

Dear Mr. **MUHAMMAD ALKAUTHAR BIN HARUN**,

We are pleased to confirm your position as **Physiotherapist/Admin Assistant** in our company as per the terms below:

- 1) **Type of Employment:**
Permanent Employment
- 2) **Employment duration:**
Employment at will
*Probationary period is three months from the date of joining.
- 3) **Workplace:**
Flexible work locations
- 4) **Working Hours:**
08 : 00 ~ 21 : 00 (8 Hours Work per day, 1 Hour break)
*There might be some changes of opening hours.
- 5) **Day-off/Leave:**
Eight-day off per month (Shift work)
*You shall work either Saturdays or Sundays.
Annual Leave: 8 days, Sick Leave: 14 days, Maternity Leave: 2 months
- 6) **Insurance:**
Malaysian private insurance for medical care after probation (Only for the said person). In the case of insurance company cannot provide you coverage due to non-compliance then company cannot provide the insurance protection. For the special case, company will bear the excess premium imposed by the insurance company however employee is advisable to have diet plan.
- 7) **Remuneration:**
Basic Salary RM 1,500
(Closing day: End of the month, Payday: 7th day of the following month)
Method: Bank deposit
*Income tax withheld at the source, EPF and SOCSO of your own will be deducted from salary.
*The employer reviews the compensation/incentive annually.
- 8) **Benefits:**
 - ① The fixed transportation expense is provided by the company every month.
The amount should be calculated based on the shortest commuting distance from your house to the clinic.
 - ② You might get bonus based on your performance and company's profit. (No overtime)
- 9) **Other Conditions:**
 - ① The date of joining is negotiable.
 - ② Notice period is 2 months.
 - ③ You can take alternative days off if you work on public holidays.
The day will be adjusted on the monthly basis shift.



Oriental Wellcare Group
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You will also be entitled to other benefits as per company's policies.

Subsequently, you will be fully governed by the rules and code of conduct framed for Oriental Wellcare Group Sdn. Bhd.

We look forward to your valuable and sustained contribution to bring distinction and high repute to our company.

With best regards.

Sincerely

ORIENTAL WELLCARE GROUP SDN BHD (1116190-V)

藤井達樹



TATSUKI FUJII

Director

Signature -----

Date -----

Name : **MUHAMMAD ALKAUTHAR BIN HARUN**
(NRIC No.)

I hereby accept the terms and conditions