



# JW SPORTS & PHYSIOTHERAPY CENTRE

Tebrau Sports & Recreation Centre  
Jalan Cantik, Taman Pelangi Indah,  
81800 Ulu Tiram, Johor, Malaysia.

Tel: 017-6827722 Email: jwsportsphysiotherapy@gmail.com

25<sup>th</sup> October 2020

YOH KAI XIN (960222-01-5688)

## **LETTER OF APPOINTMENT**

We have the pleasure of offering you the following position in our Company under the following terms and conditions: -

### **1. Position**

Your position will be **PHYSIOTHERAPIST** with **JW SPORTS & PHYSIOTHERAPY ENTERPRISE**.

### **2. Appointment Date**

The effective date of your appointment shall be 3<sup>rd</sup> November 2020.

### **3. Salary**

3.1 Your commencing salary shall be **RM 2300.00 basic salary** per month.

3.2 Annual Salary Review is on the 1<sup>st</sup> January of each year for all confirmed employees who have completed 12 months continuous service. The amount of increase is subject to employee performance and contribution to the company.

Besides the Annual Increment other increases during the year are also confirmed purely on outstanding performance or for promotions.

3.3 Employees will receive their monthly salary through their MAYBANK accounts no later than 27<sup>th</sup> day of each calendar month.

### **4. Probation**

You are required to serve a probationary period of **six (6) months** from the date of your appointment. This may be extended at the discretion of the Company.

### **5. Termination Notice**

5.1 During or at the end of the probationary period, employment may be terminated by either party giving fourteen (14) day written notice or fourteen (14) day salary in lieu of notice, without any reason being assigned by either party.

Upon confirmation, termination notice for both parties shall be two (2) month notice in writing or two (2) month salary in lieu of notice thereof.

In the event that the period of notice is less than the period stipulated above, either party may pay the other party a sum equal to the remuneration payable during the period of the notice, had such notice been given and both parties agree that no other compensation is payable.

5.2 This Appointment shall also be subject to termination by the Company:

5.2.1 If the Appointee is incapacitated by reason of ill-health or accident from performing her/his duties hereunder and shall have been so incapacitated for the duration as specified in the Prolonged Illness Leave Policy of the Company.

5.2.2 by summary notice in writing if the Appointee shall have committed any material breach of his obligations hereunder or shall have been guilty of conduct tending to bring himself or the Company or any of its subsidiaries or associate companies into disrepute or shall have committed an act of bankruptcy or compounded with his creditors generally.

5.2.3 by not less than one (1) months' notice in writing given at any time if in the reasonable opinion of the Company, the Appointee has failed to perform his/her duties or was found to be incompetent in the performance of his duties to a standard generally expected of the position of the Appointee.

6. **Bonus**

The Company will pay an employee who has served throughout the calendar year end an annual bonus. This bonus will be directly linked to the Company's profitability.

7. **Medical Treatment**

Medical claim is RM300.00 yearly upon confirmation of employment. This service is in respect of yourself and not for your family and relatives and does not include self-inflicted injury, specialist medical/ gynaecology treatments, dental and optical care or hearing aids.

8. **Employees Provident Fund & SOCSO**

The Company and you shall contribute monthly sums of money to the Employees Provident Fund (EPF), SOCSO Fund and SIP in accordance with the statutory regulations.

9. **Place of Work**

Your place of work is at the Company's office located at **JW SPORTS PHYSIOTHERAPY CENTRE at TEBRAU SPORTS & RECREATION CENTRE or JW SPORTS PHYSIOTHERAPY (SKUDAI)** However, should the Company direct you to work at the Company's office located elsewhere, or should the Company's office be re-located elsewhere, your position with the Company renders it necessary that you agree to such transfer or arrangement.

10. **Working Hours**

The Company observes 5.5-days week.

The normal working hours are with one-hour lunch break) daily.

Tue – Thu: 10am to 6pm

Friday: 10am to 9pm

Saturday: 9am to 6pm

Sunday: 9am to 1pm

There will be 1.5 off day on Sunday - Monday.

These working hours may be varied from time to time as the Company's requirements dictate.

From time to time, you may be expected to work on gazetted public holidays and/or weekly days or rest and/or extended hours to satisfactorily carry out your duties.

11. **Public Holidays**

You shall be entitled to these Government gazetted public holidays as tabulated below:

- Chinese New Year (2 Days)
- Labour Day
- Wesak Day
- Hari Raya Puasa (2 Days)
- Birthday of SPB Yang Di-Pertuan Agong
- Hari Raya Haji
- Awal Muharram
- National Day
- Malaysia Day
- Maulidur Rasul
- Christmas

12. **Leave Entitlement**

You shall be granted **TEN (10) working days** of vacation leave for each year of completed service with the Company, to be taken partially or fully at a mutually convenient time. Annual vacation leave shall not be accrued without written approval.

After 3 years - 12 days

After 5 years - 14 days

All leave applications are subject to the approval of the Manager and approval for annual leave shall depend on urgency of work at the time and except for emergency leave, must be applied **TWO WEEKS (14)** working days in advance.

13. **Casual Leave**

The Company may grant casual leave on reasonable or compassionate grounds. This is normally limited to **TWO (2)** days in the case of bereavement respect of husband, wife, parent and children.

14. **Sick Leave**

You shall be entitled for paid sick leave subject to the production of a medical certificate and limited to **FOURTEEN (14)** days per year.

15. **Retirement**

You shall be called upon to retire from service with the Company on the last calendar day of the year you attain the age of fifty five (55) years.

**Duties**

Your duties of work shall include but not limited to the followings:-

- Providing physiotherapy assessment and treatment
- Housecall services
- Developing protocol for rehabilitation for usage in JW Sports & Physiotherapy Centre Provide continuous development opportunity and training to peers
- Develop program and protocol for sports injury and post-operative cases
- Involve in initiative program, talks, community services organize by JW Sports & Physiotherapy Centre.
- Attendance to trainings and meetings is compulsory (during or out of working hours)
- General office administration
  - Assisting in all writing and editing of business correspondences
  - Maintain a comprehensive filing system
  - Organize, plan and handle ad-hoc functions.

Apart from the above, your scope of duties will be given to you from time to time.

17. **Company Rules and Regulations**

You shall be bound by all Company rules and regulations that are currently in force and all new rules and regulations that may be enforced from time to time.

18. **Transport Allowance**

An employee who is required to use his/her own transport for Company's business will be reimbursed on a mileage claim basis under the Company's existing scheme.

29. **Other Terms and Conditions**

Notwithstanding the terms and conditions stated above, the Company reserves the right to make such variations and amendments from time to time as required.

We trust the foregoing terms and conditions of employment are acceptable to you. We would take this opportunity to express our pleasure in making this offer of appointment and believe that your services will give great satisfaction and growth to both parties.

We are enclosing a copy of this letter and request that should you agree to accept our offer of this appointment, please sign the duplicate copy of this document and return to us within 15 days from the date hereof or otherwise we assume that you have declined the offer.

Yours faithfully

JW SPORTS & PHYSIOTHERAPY  
JW SPORTS & PHYSIOTHERAPY ENTERPRISE

(002519349-P)  
PTD 85814, JALAN CANTIK,  
TMN PELANGI INDAH,  
81800 ULUL TIRAM, JOHOR.  
TEL: 017-6287722 / 018-9103766

Julia Wong  
Manger

Enclose

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I, YOH KAI XIN, hereby confirm acceptance of the appointment under the above stated terms and conditions.



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(Signature)

NRIC : 960222-01-5688  
Date : 25/10/2020