

# NATURAL AND ORGANIC SDN. BHD. (872325-H)

35A , 1<sup>ST</sup> FLOOR, WISMA KONG WAH ,  
JALAN PASIR PUTEH, 31650 IPOH PERAK

TEL : 05-2559463 FAX : 05-2533979

EMAIL : naturalorganic49@yahoo.com.my

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Ms. Bavani Yogalingam  
No. 126, Jalan Ng Song Teik,  
Taman Pertama,  
30100 Ipoh, Perak.

27<sup>th</sup> June 2018

Ms. Bavani Yogalingam

## **APPOINTMENT AS A PHYSIOTHERAPIST**

We are pleased to offer you employment as a therapist, on the following terms and conditions of employment.

2. This letter will act as our offer of employment as physiotherapist at our Long Life Physiotherapy Centre, effective 20<sup>th</sup> June 2018. Your starting salary will be RM2,000.00 per month. Your working hours will be from 10.00 am to 7.00 pm (Monday to Friday).

### **Probation Period**

You will be on probation for a period of three months from the date of appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after three months, this order will be continue to be in operation, and the probation period will stand extended automatically till further notice.

### **Salary Increase**

Increase in your salary will be reviewed periodically. Increments in the salary range will be in the basis of demonstrated results and effectiveness of performance during the period of three months probations. Upon confirmation, your salary shall be increased to RM2500 per month.

### **Annual Leave**

An employee shall be entitled to paid annual leave of :

- (a) **Eight days** for every twelve months of continuous service with the same employers if he has been employed by that employer for a period of less than two years;
- (b) **Twelve days** for every twelve of continuous service with the same employer if he has been employed by that employer for a period of two years or more but less than five years; and
- (c) **Sixteen days** for every twelve months of continuous service with the same employer for a period more than five years.

### **EPF/SOCSO**

You shall undertake to become a member of the Employees Provident Fund (EPF) and member of Socso (if permitted). All statutory contributions EPF and SOCSO together with all payables based on the scales set by the Inland Revenue Board shall be deducted monthly from your salary confirmation.

### **Resignation and termination**

An employee intending to resign from the services of the Company is required to give following notices in writing or pay in lieu thereof:

- (a) One month notice if the employee has been employed for less than two years on the date on which the notice given or pay four weeks' basic salary in lieu of such notice.
- (b) Six weeks' notice if he/she had been employed for two years or more on such date or pay six weeks' basic salary in lieu of such notice.
- (c) The Company shall give similar notice or payment in lieu of notice if it wishes to terminate the services of an employee.

### **Confidential Information**

By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the company.

### **General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

3. We welcome you to our Company, and look forward to a mutually beneficial relationship. We expect you to give your best to achieve the goals set by the Centre.

Thank you.

*AV. Rahman*



**ABD RAHMAN BIN SAID ALLI**

(Managing Director)

