

Wall and Bone, Gym & Rehab.

No 788, Jalan Iyana 4, Taman Tunku Sarina,

06000, Jitra, Kedah.

Phone: 011-32528225

Email: hello.wallandbone@gmail.com



Ref : SLS-4

Date : 6 September 2020

Ms. Siti Munirah binti Omar

No.69, Batu 5 ¾ ,

Jalan Langgar,

06500, Alor Star,

Kedah

Dear Ms. Siti Munirah binti Omar,

LETTER OF EMPLOYMENT

We are pleased to offer you an employment as a "Physiotherapist" at Wall and Bone, Rehab & Gym with effect 1 August subject to following terms and conditions:-

1. COMMENCEMENT SALARY

Your salary structure will be as follows :-

Basic salary : RM1200

Your monthly salary, less necessary statutory contributions and lawful deductions shall be credited to your personal account at a local bank appointed by the Company

Your salary is strictly CONFIDENTIAL. You are liable to disciplinary action should you are found guilty of disclosing any information pertaining to your salary to others.

2. ANNUAL INCREMENT

Your annual increment date will be on the 1st January of each year and its quantum is subject to your performance in the preceding year. For the first year, subject to your performance, you shall be eligible for increment in proportion to the number of months you have served, provided that you have been confirmed in your appointment.

3. ANNUAL BONUS

Solely at the discretion of the Company and will be based on the Company's evaluation of your performance and Company's financial performance.

4. LOCATION OF EMPLOYMENT

No 788, Jalan Iyana 4,
Taman Tunku Sarina,
06000, Jitra, Kedah.

5. PROBATION PERIOD

The probation period will be six (6) months from the date of your commencement of work. This may be extended for a further three (3) months subject to your performance during the probationary period. The management reserves the right to confirm or terminate your services without having to assign any reason thereof.

On completion of this probationary period, you will be advised in writing whether you have been confirmed for regular appointment with the Company

6. NOTICE OF TERMINATION

The period of notice of resignation or termination of employment by either party during probationary period is two (2) weeks or two (2) weeks of basic salary in lieu of notice

On completion of the probationary period and upon confirmation, the notice period for termination of contract by either party is one (1) month or one (1) month of basic salary in lieu of notice.

If you are found to have committed misconduct under which your employment is terminated, no notice or payment is required in lieu of such notice hereof, whether during the probationary period or after having been confirmed in employment.

7. WORKING HOURS

The normal working hours will be as follows: -

Sunday – Saturday : Flexible times fulfil the 8hours per day

Notwithstanding the above, the Company may vary the prescribed working days and hours depending on the operational needs.

You may be required to work at odd hours, ‘‘on call’’ duty, shift or overtime from time to time and as and when required by the Company.

8. PUBLIC HOLIDAYS

As an employee, you are entitled to 15 gazetted Public Holidays per calendar year as listed below: -

Chinese New Year
Labour Day
Yang Dipertuan Agong’s Birthday
Wesak Day
Prophet Muhammad
Sultan’s Birthday

Hari Raya Puasa
National Day
Deepavali
Hari Raya Haji
Christmas
Malaysia Day
Awal Muharam

9. ANNUAL LEAVE

Annual leave will be granted for employees who have completed 12 months of services. Your annual leave entitlement per year is as follows: -

Less than 2 years' continuous service	- 12 days
More than 2 years; but less than 5 years' continuous service	- 18 days
More than 5 years' but less than 10 years' continuous service	- 21 days
More than 10 years' service	- 24 years

10. TERMINATION

The company have the right to terminate your employment immediately without any notice or compensation in any of the following events :

Proven of dishonesty or misconduct (theft or fraud)
Made illegal monetary profits or received any gratuities or other rewards
If you are in breach of any terms set out under this contract of employment
Any misrepresentation of facts in your application shall render you liable to instant
Dismissal

11. CENTRE'S PROPERTY

The Company equipment shall remain the property of Company at all times, title does not pass to you and you will not have any ownership interest in the equipment.

You shall exercise utmost care in handling the Company equipment. Any equipment or article damaged or lost by an employee due to his negligence shall be made good by such employee. Where such articles or equipment are lost or damaged, the Company may at its discretion require the employee to pay the cost of such damaged goods either in part or full, and the employee agrees to comply with such requirements.

You shall return all equipment back to the Company in 7 days after a termination or resignation. Fail to do so within the given time, company can proceed to contact local law enforcement.

12. POLICY, RULES AND REGULATIONS

Your employment shall subject to the Company rules and regulations and other procedures as may be made known to you from time to time.

An attempt has been made to cover most of the terms and conditions of service in this letter. Other terms or benefits not mentioned here should be at the discretion of the Company.

We look forward to your cooperation and support and hope you will render us your full dedication.

Kindly indicate your acceptance by signing and returning us this duplicate copy of this letter within 14 days from the date of this letter. Should we do not receive your reply by this date, we would consider that you are no longer interested to take up our offer.

Thank you.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a smaller loop and a short horizontal stroke at the end.

Siti Nurhanis Binti Abdul Halim
Manager
Wall And Bone, Gym & Rehab