

Date : 20/8/2018  
Our Ref : PAW-BJ/HR/ 0015

**SITI FARHAIN BINTI MOHD ARIFIN**

No 1, Jalan Indah Puteri 17,  
Taman Indah Puteri  
43900 Sepang Selangor.

**RE :APPOINTMENT LETTER**

Physio At Work Therapy Sdn.Bhd is pleased to offer you the position of **(Physiotherapy Assistant)** reporting to the **(Doctor In Charge)** subject to the following terms and conditions of employment with effect from **3/9/2018**.

**1. SALARY**

Your commencing basic salary shall be RM 1,000.00 and travel allowance RM100.00 per month.

**2. BENEFITS**

You will be entitled to all benefits and facilities according to company policy. These benefits may be upgraded, altered or deleted when deemed necessary by the company.

**3. PROBATION**

You shall serve an initial probation period of 3 month, at the end of which you will be confirmed if your performance meets the company standard.

In the event your work performance is not satisfactory, your employment may be terminated during or at the end of the probationary period or your probationary period may be extended for a further period not exceeding 6 months.

**4. COMPANY POLICIES & PROCEDURES**

You shall be subject to the Policies and Procedures of the Company as they apply from time to time.

***Branch Address***

No. 23, Jalan Pelapik B U8/8, Seksyen U8, 40150 Bukit Jelutong, Shah Alam, Selangor.  
Tel: 03-7846 8101 Email: enquiry@physioatwork.com.my

## **5. CONFIDENTIALITY**

You shall observe utmost confidentiality and secrecy of and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost confidentiality and not disclose or divulge such information to third party or make use of such information for your own benefit.

Upon the termination of your employment, you shall immediately surrender to the Company all documents and other property entrusted to you in the course of your employment.

## **6. CONFLICT OF INTEREST**

You are directed to refrain from making any public statements either written or spoken that may be detrimental to Company policies or decisions. You are not permitted to circulate any statements, whether written by you or another party, relating to matters concerning the Company.

## **7. NOTICE OF TERMINATION**

Four weeks written notice or salary in lieu of notice during the probationary period and Twelve weeks upon confirmation. In the event of a breach in the terms of your employment or misconduct on your part, the Company has the right to terminate your employment forthwith without notice or pay in lieu.

## **8. WORKING HOURS**

The working hours shall be in accordance to the department you are assigned to. However, the working hours are subject to change at the sole discretion of the Company.

## **9. RETIREMENT**

This contract of employment shall terminate when you reach the age of fifty-five (55) years, subject to the right of the Company terminating your employment earlier for a breach in the terms of your employment or misconduct on your part or in the event of resignation.

## 10. TRANSFER & ASSIGNMENT

The Company reserves the right to transfer you to any other operations, department, subsidiaries or associated companies, or to reassign or modify your job responsibilities according to the Company's staffing requirement.

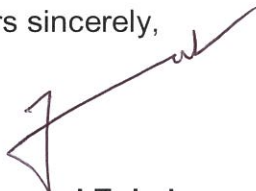
## 11. OTHERS

All other terms and conditions of employment shall be in accordance with the Employee's Handbook.

If the terms and conditions specified above are agreeable to you, please signify your acceptance by signing the attached copy of this letter and return it to us within 1 week from the date you receive this letter.


We take this opportunity of welcoming you to be a member of Physio At Work Therapy and wishing you every success in your career with us.

Yours sincerely,



**Muhamad Zubair**  
Group General Manager

By signing the space provided below, I hereby accept this appointment and the terms above.

Signature	:	<u></u>
Name	:	<u>SITI FARHAIN BINTI MOHD ARIFIN</u>
I/C	:	<u>970911-10-6648</u>
Date	:	<u>21/08/2018</u>