



30<sup>th</sup> August 2019

Nabilah Amira binti Mohamad Othman  
NRIC: 950303-10-5926  
No.1, Jalan Melor 8L  
Taman Desa Melor  
48200, Serendah  
Selangor  
Malaysia

Dear Nabilah,

## **RE: LETTER OF APPOINTMENT**

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We are pleased to offer you employment at the company as a Physiotherapist and Pilates Instructor under the following terms and conditions:-

Date of Commencement: 3<sup>rd</sup> September 2019.

Job Description : You will be required to carry out such duties and job functions as described in Schedule 1 or as may be instructed from time to time by the company or persons acting on behalf of the company.

EPF & SOCSO : You will be entitled to statutory contributions in accordance with the Employee Provident Fund and SOCSO Contribution Rules based on Fixed Salary only as per discussed and agreed by you.

Bonus / Increment : Your bonus / annual increment thereafter will depend upon your performance in your duties and at the absolute discretion of the company.

Working Hours : Your working hours are as herein appearing in Schedule 1 herein.

The Company may at its sole discretion change your working hours where your services are required by way of a notice in writing issued to you at least one (1) month in advance of the expected date of change.

Occasionally, you will be required to assist the Company in activities beyond your working hours. Your cooperation and assistance here will be reflected positively when assessing your appraisal for increment and bonus.

Public Holidays : You shall be entitled to all gazetted holidays recognized by the Federal Government of Malaysia and all public holidays applicable to the Federal Territory of Kuala Lumpur.

Attendance : Save and except for company-approved leave or days taken off from work under your leave entitlement(s) as herein contained in Schedule 1, you shall report for work in accordance with the agreed working hours herein appearing in this letter of appointment.

Transfers : The Company may at its sole discretion transfer you to another location where your services are required by way of a notice in writing issued to you at least one (1) month in advance of the expected date of transfer. Should a transfer