



Our Ref: MED/SIBU-Diana

Date: 2<sup>nd</sup> May,2020

**PRIVATE & CONFIDENTIAL**

**DIANA LUBA DOUGLAS  
NRIC: 921206-13-5506  
NO. 41, Jalan Kemunyang  
96000 Sibu,  
Sarawak.**

**CONFIRMATION LETTER**

This is a confirmation letter that Ms Diana Luba Douglas has been employed with MediCap SDN BHD since 2<sup>nd</sup> May,2020.

We refer to your employment letter and your performance in the company and now pleased to offer you the details as below:

- a. Designation : Senior Wellness Assistant
- b. Staff Level : Senior
- c. Department : Rejuvenate Centre
- d. Report Duty Date : 2<sup>nd</sup> February,2020
- e. Confirmed Date : 2<sup>nd</sup> May,2020
- e. Basic Salary : RM 1,200.00 (One Thousand and Two Hundred Ringgit Malaysia Only) per month
- f. Location : No 18, Lorong Pahlawan 7B1, 96000 Sibu, Sarawak
- g. Reporting Structure: Report directly to the person which will be assigned later.

We take this opportunity to welcome you to the "MEDICAP family" and trust that your employment with us will be mutually beneficial and long-lasting.

Thank you.

Yours faithfully  
for and on behalf of **MEDICAP**,

*LIM CHIN HAU*

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**DIRECTOR**

## **ACKNOWLEDGEMENT**

I, **(NRIC: \_\_\_\_\_)**, hereby acknowledge receipt of the original copy of this letter of Confirmation of Employment dated **2<sup>nd</sup> May,2020** and confirm that I fully understand the terms and conditions of the said Offer Of Employment and **accept** the offer.

Signature of Applicant: ..... Date: .....