

Ref: Apple/Staff/2/014/17**Date: 10-8-2017****PRIVATE AND CONFIDENTIAL**

Charlotte Yip Chiang Yee
F1-28, Jalan PBS 14/7,
Taman Perindustrian Bukit Serdang,
43300 Seri Kembangan,
Selangor.

Dear Charlotte Yip,

OFFER OF EMPLOYMENT

We are pleased to offer you employment as Physiotherapist of Apple Physiotherapy Centre ("the Company").

The terms and conditions of your employment are as follows:

1.0 Commencement

Your employment will commence on 1-9-2017(Friday).

2.0 Reporting

You will report directly to management leader in Apple Physiotherapy Centre, Ampang.

3.0 Job Scope

Your job scope and responsibilities will be outlined below; however, it will not in any way whatsoever preclude any future responsibilities that may be assigned to you.

- 3.1 Plan and carry out all work, assignment, physiotherapy, and/or operational activities as directed by the senior or manager.
- 3.2 Carry out work and assist each team members in providing first class physiotherapy and rehabilitation services to achieve excellent customer or client satisfaction.
- 3.3 Develop and maintain administrative procedures and record for all activities within your responsibility to achieve smooth operations of the company's service
- 3.4 Assist the manager in ensuring all equipment and apparatus in the centre are properly maintained for safe usage.
- 3.5 Provide all physiotherapy work with care, professionalism and responsible in fulfilling the required regulatory standard practice of a physiotherapist.
- 3.6 Act upon any instructions or assignment given with regards to Company activities.
- 3.7 Fully participate and contribute in all official activities of the company including providing ideas and solutions for short and long term improvement; and be physically present at various official events of the Company.
- 3.8 Any other jobs or duties as assigned by the Management, your immediate superior or the head of physiotherapist as and when required.

4.0 Basic Salary

Your basic salary is **RM2200.00 (Ringgit Malaysia Two Thousand Two Hundred only)** per month. It will be credited directly to your bank account or in the form of a cheque from the Company.

5.0 Probation

Your employment will be subject to an initial 6 (six) months probationary period, commencing with the First day of your employment. The probation period may be extended and you shall only be deemed confirmed upon receipt of a confirmation letter from the company.

Charlotte Yip Chiang Yee

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