



DBC Physiotherapy & Active
Rehabilitation Centre Shah Alam
56-A, Tingkat 1, Jalan Murni 25/61,
Taman Sri Muda, 40400 Shah Alam,
Selangor Darul Ehsan.
Tel: 03 5131 6645

1st November 2020

Cik Athirah Ayuni binti Khairuddin
60, Jalan 4/4, Bandar Baru Selayang Fasa 2B,
68100 Batu Caves, Selangor
012-3034750

Confirmation Appointment at Dbc Physiotherapy Centre Shah Alam

Dear Athirah Ayuni,

With effect from 1/11/2020 we are happy to offer you the position of Physiotherapist as a permanent staff with the following terms and conditions:

- 1) Salary: **RM1,800.00** with mandatory EPF and SOCSO.
- 2) **Working hours** will be:

Monday to Friday: 9.00AM – 5.00PM
Saturday: 9.00AM – 1.00PM
Sunday and Public holiday: Off

- 3) Annual Leave: **12 days** per year for the first 3 years and will not carry forward.
- 4) Your **Medical Leave (MC)** will only be recognized if secured from the Doctor's at Klinik Berjaya Medick or Government clinic or hospital.
- 5) Compassionate Leave: Only confined to direct relatives (e.g spouse, children, parents and siblings)
- 6) Resignation: **3 months** advance notice is required. Resignation without proper notice will result in the total loss of your salary for the days you had worked and law punishment.

Best regards,

Approved by,

Nuraqilah binti Ramli
Dbc Shah Alam manager

Athirah Ayuni binti Khairuddin
961128-10-6174