

26th Feb 2018

Dear Miss Liau Vivian,

I/C:921205-05-5168

POST OF PHYSIOTHERAPIST

We are pleased to offer you the post of PHYSIOTHERAPIST in Ben Physiotherapy & Rehabilitation centre with effective from 26th Feb 2018 on the following terms and conditions:

1. Salary:

Your monthly basic salary shall be [REDACTED]

2. Probation period:

You will be required to undergo a probation period of three (3) to six (6) months at the end which your performance will be reviewed and upon satisfactory completion of probation period, you will be confirmed in your post. Please note that your probation period can be extended to a further three (3) months if your performance is found to be unsatisfactory. Salary will be reviewed once confirmation is recognized.

3. Termination of Service:

During the period of probation, either party may terminate your services with the centre by giving twenty-four (24) hours notice if your work performance has been appraised as unsatisfactory. Confirmed employee may terminate their service with the centre by giving two (2) months written notice.

4. EPF:

You shall contribute through the centre your share of the EPF and the centre will contribute its share as an employer according to the EPF Ordinance currently inforced.

5. Hours of Duty:

Working hours will be as per discussed, Monday to Friday, 11.00am – 8.00pm (8hours), with one (1) day-off during weekday, and Sunday, 8.00am - 5.00pm (8hour), subject to changes accordingly.

6. Public Holidays:

Twelve (12) public holidays gazetted by the Central Government of Malaysia and by the Government of the state of Wilayah Persekutuan.

7. Annual Leaves:

You are entitled to ten (12) days annual leaves per year.

8. Medical Leaves & Maternity leaves:

As informed by Malaysia Employment Act 1955 (14 days for employment < 2 years, 18 days for employment 2- 5 years, 22 days for employment > 5 years; maternity leaves at least 60 days for max 5 children).

9. Emergency Leaves:

May be granted only on compassionate grounds with deduction from your annual leaves.

10. Medical Benefits:

Nil. But employees are encouraged to purchase their own medical insurance.

11. Conflicts of Interest:

While under the employment with the centre, you shall not engage directly or indirectly, either in your name or through any other person, in any activity, private trade or business, the nature being identical, similar or allied which could be of conflict or compete with the centre's business or adversely affect the performance of your duty.

Upon resignation, you agreed NOT to apply Ben's Approach in any other private physiotherapy clinic practices or business in Malaysia, as a physiotherapist or in any other capacities within the next 6 months from the date of your resignation.

Please sign and return the duplicate of the letter indicating your acceptance.

Thank you.

Yours sincerely,

Ben Loo Shou Chat
Principal
Ben Physiotherapy & Rehabilitation (002259549-P)

I hereby confirm acceptance to the above terms and conditions.

Signature of Employee: vivian (Liau vivian)

Witnessed: _____ (_____)

Date: _____ (_____)