

15 April 2019

PRIVATE & CONFIDENTIAL

Low Sok Teng
No 11A USJ 5/1J
47600 Subang Jaya
Selangor
Dear Sok Teng

OFFER OF EMPLOYMENT

With reference to your application and subsequent interview with us, we are pleased to offer you employment as **Physiotherapist I** with **Sunway Medical Centre Sdn Bhd**.

Your employment is subject to the following terms and conditions:

1. COMMENCEMENT DATE

Your date of employment shall commence on **1 July 2019**.

2. SALARY

You shall be paid a monthly basic salary of **RM3,000.00** and will be placed on the job grade of **EG2**. Salaries are normally reviewed annually on 1st January of every year, at the sole discretion of the Company. Salary increment, where applicable is granted based on merit and performance in accordance to our Company's pay policy.

Please note that confidentiality of staff salary should be maintained at all times.

For the purpose of security and convenience your salary and allowances, if any, will be paid through a bank or a financial institution appointed by the Company. However, under certain situations the Company may make such payment in cash or cheque. This clause is treated as agreeable and has your consent if / when you sign this offer letter to accept this offer.

3. WORKING HOURS

Your working hours and days shall be determined by the department which you are assigned to, and your total working hours shall not be more than 48 hours a week.

However, due to the nature of the Company's line of business, you are required to avail yourself for work or perform your duties outside the official working hours, as and when the occasion demands it. In addition, you shall be liable to be placed on staggered hours or shift duties as and when prescribed by the Company.

4. PERFORMANCE OF DUTIES

In the performance of your duties, you will be required to report directly to the **Manager, Rehabilitation Service** and /or other representative as may be assigned by the Management from time to time. A copy of your job description is herein enclosed for your reference.

5. PROBATIONARY PERIOD / NOTICE OF TERMINATION

You are required to serve a probationary period of **six months**. This period may be extended at the discretion of the Company. During the initial or extended probationary period, employment may be terminated by either party giving one month's notice in writing or one month's salary in lieu of notice.

Upon confirmation where you will be notified by a letter of confirmation, you are required to give two months' written notice or two months' salary in lieu of notice. The Company reserves the right to require you to serve the full notice period at the time of resignation and will pay you the outstanding balance of leaves, if any. Hence, the Company reserves the right to cancel any annual leave applied and approved prior to your resignation date.