



**PHYSIO PRO**  
REHABILITATION CENTRE

YOU DESERVES HAPPINESS, NOT THE PAIN

Mrs Nurul Asilah bt Mohd Halim

No 1, Lot 4040,

Jalan Kantan 4, Kg Gebok,

71700 Mantin, Negeri Sembilan

Dear Mrs Nurul Asilah

**EMPLOYMENT AS PHYSIOTHERAPIST**

We are pleased to offer you the position of physiotherapist with Physio Pro Rehabilitation Centre with effect from 1<sup>st</sup> OCTOBER 2022.

We are sure that a person with your qualifications, experience and caliber is suitable for the above position. We look forward to you accepting the offer with the following terms and condition: -

**1. Commencement Salary**

You shall receive monthly salary as follows: -

Basic : RM 1500

Total Salary : RM 1500

**2. Employee Provident Fund (EPF) & SOCSO**

You and the company shall contribute to EPF and SOCSO as per the respective statutory rates and will be deducted from your salary after probation period as per your request.

**3. This Employment Offer is subject to the following conditions:**

- a. Confirm "fit for employment" by Doctor/ Medical Officer at any GP clinic, the cost of which to be borne by you
- b. Holds a valid practicing license issued by the Malaysia Physiotherapy Association (MPA)
- c. Have no previous incident questioning your personal integrity.



PT 7187(G), JALAN BBN 1/2E, PUSAT BANDAR PUTRA POINT,  
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#### **4. Probation period**

Your probation period will be for 6 months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. You are allowed to take 1 day of annual leave for each month during probation period.

#### **5. Annual Salary Review**

The Company, at its sole discretion, may undertake annual salary review in April of each year where only confirmed staff are eligible for such increment.

#### **6. Performance Bonus**

You may eligible to receive a performance bonus. The award of such bonus and its amount will be at the company's discretion after taking into account your individual and the Company's performance. Your performance bonus criteria will be established within one (1) month after your confirmation of employment.

Any performance bonus granted will

- Be paid in the first quarter of the following year and
- Only be paid to those who are still in service with the Company and not applicable to those who have resigned or have served notice of resignation or terminated on grounds of misconduct/disciplinary action at the time of payment

Your performance bonus potential will be documented and communicated to you in the relevant bonus plan. The company reserves its discretionary rights to change or revise its bonus guidelines and policies.

#### **7. Working Hours**

The normal working hours will be as follows:-

Monday-Friday :8.30 am - 5.30 pm/ 9.30 am – 6.30pm

Saturday & Sunday :8.30 am – 1.30 pm

The above working hours may be revised as and when necessary. If necessary, you will be required to work additional hours as demanded by the position. However, you will be working with rotating schedule on weekend.



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#### **8. Personal Qualities**

For carrying out the above duties and responsibilities, your personal qualities of politeness, drive and integrity are required. Capacity for smart and hard work must also be displayed.

#### **9. Annual Leave**

You will be entitled to the following annual leave in each completed calendar year.

Less than 3 years of service	:	12 days
3 to 5 years of service	:	14 days
More than 5 years	:	16 days

#### **10. Medical Leave**

You are entitled to 14 days paid sick leave per calendar year, in accordance to the provisions in the Employment Act 1955. All sick leave must be supported with medical certificates and must be certified by a registered medical practitioner. In case of hospitalization, you will be entitled to an aggregate of forty (30) days of hospitalization leave.

#### **11. Emergency Leave**

You are entitled to take Emergency Leave (EL) for a valid reason. Non-valid reason will be considered as unpaid leave.

#### **12. Public Holiday**

You shall be entitled to eleven (11) Public Holidays out of gazette public holidays and any day declared as a public holiday by the Federal State Government under S.8 and S.9 of the Holidays Act 1951 in any one calendar year.

#### **13. Notice of Termination**

Either party is required to give one (1) month of notice during probation period. After confirmation, two (2) months' notice of termination in writing or two (2) month salary in lieu of notice period.



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**14. Exclusivity of Service**

Your appointment with the company is exclusive. You shall not directly or indirectly involve yourself in any part time employment and/or business which could interfere with the performance of your duties while in the employment with Physio Pro Rehabilitation Centre

**15. Office Secrecy**

You shall never at any time during or after your employment with the company, disclose or divulge to any third-party information pertaining to any matters relating to the company. In the event of a breach of this clause, your employment with the company will be terminated forthwith without any compensation whatsoever

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Date: \_\_\_\_\_

KOGILAVANI SHAGER

Manager

PHYSIO PRO REHABILITATION CENTRE

PT 7187(G), Jalan BBN 1/2E, Pusat Bandar Putra Point,  
71800 Nilai, Negeri Sembilan Darul Khusus.

**RE: APPOINTMENT AS PHYSIOTHERAPIST**

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The above matter is referred.

First of all, I would like to thank you Physio Pro Rehabilitation Centre for the trust given upon me.

I, \_\_\_\_\_ NRIC No \_\_\_\_\_ accept/do not accept the above terms and conditions and allowed my personal information under Personal Data Protection Act 2010 to be used as stated in this offer letter. I will report duty on \_\_\_\_\_. I certify that the information provided in the application form is correct to the best of my knowledge.

Signature: 

Date: \_\_\_\_\_



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