



**ALPHA OMEGA  
WELLNESS & RECOVERY PTE.LTD**

**OFFER LETTER**

**DATE : 10<sup>th</sup> May 2025**

**NAME/NRIC : Sheema a/p James,(IC) 960111-14-6140  
ADDRESS : 31, Jalan 1/3 Petaling Jaya , 46000 Selangor.**

Dear, Ms Sheema James,

**APPOINTMENT FOR POSITION SPORTS MASSAGE THERAPIST cum ASSOCIATE PHYSIOTHERAPIST.**

Congratulations on being shortlisted and we are pleased to offer you the above mentioned position with effect after your resignation with the current work place (15<sup>th</sup> – 21<sup>st</sup> June 2025).

**Salary**

You will start with basic salary of **S\$ 3560.00** per month. Salary will be credited into your Singapore bank account monthly via bank transfer.

**Job description**

Your responsibilities as a (Full – Time) **SPORTS MASSAGE THERAPIST** cum **ASSOCIATE PHYSIOTHERAPIST** would include but **not limited to**:

- Maintaining professionalism throughout clinical hours
- Maintaining good hygiene throughout clinical hours
- Attending to new and existing clients
- Manage scheduling of clients
- Co – covering therapist be needed
- Reminding clients prior to session(one day before), follow up with clients after session(one day after)
- Being punctual throughout (to read rules and regulations of company)
- Managing inventory and upkeep of work area (A) & (B)
- Attending work events as planned (time off, or off day in-lieu to be given)

- Participating in video, digital, and physical marketing be needed by company.

## **WORKING HOURS**

**Monday to Wednesday : 10.00 am to 7.00 pm**

**Thursday & Friday : 11.30 am – 9.00 pm**

**Saturday: 10.00 am - 2.00 pm (alternate)**

**Lunch Time: 12.00 pm - 1.00 pm**

**Sunday : Off – day (company acknowledges the Sabbath)**

***(Timing may change according to operating hours of the company be needed)***

## **PROBATION AND NOTICE**

This appointment will be probationary for Three (3) months with the option to extend another 3 months should we deem necessary or not competent. During the probationary period, this employment can be terminated by employer by giving seven (7) days' notice and employee by giving twenty-one (21) days' notice. Thereafter, it may be terminated by either party at three (3) weeks' notice. However, wilful misconduct or neglect of duty may lead to dismissal without notice.

Upon confirmation, employee will enjoy all benefits given company.

## **MEDICAL BENEFITS**

Under this scheme, you may receive medical benefits after your confirmation of this service.

## **MEDICAL/HOSPITALISATION LEAVE**

All confirmed employees shall be eligible for paid medical leave within the following limits.

Medical Leave : Max 14 days per calendar year & to produce medical certificate(MC).  
Hospitalisation Leave : Max 60 calendar days per calendar year (inclusive of Medical leave).

## **ANNUAL LEAVE AND PUBLIC HOLIDAYS**

The appointment carries 14 days annual leave excluding Sundays and Public Holidays. You will be entitled to this Annual Leave only after your confirmation on a pro-rated basis and continuous service with the Company. Subsequent entitlement is as follows;

Service	Working days
Completion of 1 <sup>st</sup> year of service	14 days
Completion of 2 <sup>nd</sup> year of service	15 days
Completion of 3 <sup>rd</sup> year of service	17 days

Completion of 4 <sup>th</sup> year of service	19 days
Completion of 5 <sup>th</sup> year and above	20 days

### ANNUAL INCREMENT

Annual increments are based on individual merits and are made with guidelines as laid down by management.

### COMPANY RULES AND REGULATIONS

- (a) You may not have outside interest, business or otherwise, of a kind which could be furthered by the virtue of your employment by our Company, or that would be prejudicial to your position here.
- (b) You must observe strict confidentiality in matters relating to your work or salary and nothing must be divulged to a third party.
- (c) Company equipment and material must not be used for personal purposes.
- (d) The Company takes a very serious view on punctuality for work. First time offenders are normally cautioned. Repeat offenders will have **his/her salary deducted for the time lost**. **Incorrigible offenders will be dismissed after three (3) penalties.**
- (e) Employees dismissed for misconduct shall not receive any compensation in any form.
- (f) You are not allowed to engage directly or indirectly, either as proprietor, shareholder, partner, officer, employee or otherwise, **in the same or similar activities as were performed for the Company in any business for a period of 6 months from the day you leave Alpha Omega Wellness & Recovery Pte.Ltd.**

### ACCEPTANCE OF OFFER

Please confirm your acceptance by signed and returned to us as an acknowledgement that you accept the appointment on the terms indicated within three (3) days from this date of this letter.

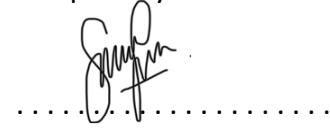
Thanks and God Bless.

Yours Faithfully,



NAME: JEZINDRAN RAJ SHEM  
TITLE: DIRECTOR

Accepted by:



NAME: SHEEMA A/P JAMES  
NRIC/FIN: M3370989N