

## JOB CONFIRMATION LETTER

### 1. DATE OF COMMENCEMENT

The offer in this letter is effective from 16<sup>th</sup> of January 2020. You are offered the position of FULL TIME Physiotherapist under WELL PHYSIO SDN BHD. You are expected to perform all duties and responsibilities as assigned by your superior.

### 2. JOB SCOPE

Your job scope as a therapist include (but not limited to):

- a) Assess, treat, educate patients and their caregivers
- b) Prepare progress note, professional letters/reports
- c) Involve in mobile rehab team (home visits)
- d) Achieve KPI goals
- e) Carry out all instructions given by superior
- f) Participate in company events, roadshows, public talks, online and offline content preparation
- g) Handle branch day-today operation issues
- h) Other duties as may arise from time to time and as may be assigned to the employee

### 3. SALARY

Your gross monthly salary is RM2500. Periodical salary revision will be accordance to the company's discretion and sole decision based on the rating of your overall job performance and contribution to the company's operation. Your salary is subject to EPF employee's portion of 11% and SOCSO contribution.

### 4. WORKING HOURS

The company's official working hours and days may vary but will not exceed 48 hours per week. Punctuality and time flexibility is one of the major requirement of the company.

### 5. TERMINATION OF SERVICE

- a) 1-month' notice in writing is required from the employee side if you wish to resign from the company's employment. 1-month written notice will be given by the company should the company intend to terminate your employment.
- b) The employer reserves a sole and absolute discretion right to decide distribution of allowance, incentive, bonus plan or monetary/non-monetary benefit. This includes, but is not limited to time on/when employee serve termination notice.

## 6. ANNUAL LEAVES AND PUBLIC HOLIDAYS

You are entitled to 14 days of annual leaves per financial calendar. A replacement public holiday will be given should you work on a public holiday. Minimum one week application is needed to apply for an annual leave.

## 7. EXPENSES

The Employee shall not be entitled to reimbursement for any expenses except those that have been previously approved in writing by the Company. All claim shall be submitted within a month of the receipt issued date.

## 8. RETURN OF PROPERTY

Within Seven (7) days of the termination of this Contract, whether by expiration or otherwise, the Employee agrees to return to the Company, all products, samples, or models, and all documents, retaining no copies or notes, relating to the Company's business including, but not limited to, list of item in employee checklist obtained by the Employee during its representation of the Company.

## 9. PROFESSIONAL DEVELOPMENT

- a. In the event of the employee tender resign letter before the expiry of bonding period. Employee liable to pay the same without any proof of actual loss included repayment loan and value reimbursement.
- b. Employee agrees and authorizes the Employer to deduct the amount owed hereunder, to the extent permissible by laws, from Employee's pay following notification of termination of employment with the Employer. The Employer, in its sole discretion, may determine whether to deduct any amount owed from the Employee's pay. If the amount owed under this Agreement exceeds the amount deducted from the Employee's pay, Employee agrees to reimburse the Employer any remaining amount due to the Employer within thirty (30) days of terminating employment.

## 10. CONFIDENTIALITY

YOU SHALL NOT, WITHOUT THE CONSENT OF THE COMPANY, REVEAL, DISCLOSE OR SHARE INFORMATION WHICH IS DEEMED CONFIDENTIAL AND TRADE SECRETS BY THE COMPANY TO ANY THIRD PARTY (INTERNAL OR EXTERNAL) OF THE COMPANY. All assignments and tasks given to you by the company shall be deemed as strictly confidential. You shall not make use of the company's information, tools, materials, property and patient information to accomplish other than work-related tasks.

[www.wellrehab.com.my](http://www.wellrehab.com.my)

Outsourcing therapy service to the company's existing patients is also strictly prohibited.  
Breach of confidentiality will result in heavy penalty and/or immediate termination of service.

All other rules and regulations are stated in the company's employee handbook.

Yours sincerely,

WELL PHYSIO SDN BHD

---

I, Chew Cheng Cheak (NRIC: 940329-01-5655) accept the term & conditions of this contract.

Signature : Ch

Date : 16/10/2019