



**STRICTLY PRIVATE & CONFIDENTIAL**

7 May 2025

Ms. Ashwini A/P Jeyakumaran  
No. 3, Jalan USJ6/3C  
47610 Subang Jaya  
Selangor.  
HP:012-2804398

Dear Ms. Ashwini

**LETTER OF EMPLOYMENT**

We are pleased to offer you the position of Physiotherapist with Amirs Therapy Gym Sdn.Bhd. under the following terms and conditions:

1	Position	Physiotherapist
2	Reporting To	Team Managers
3	Job Scope	To perform the duties and responsibilities related to your position as a Physiotherapist to the satisfaction of the Client.
4	Commencement Date	12 May 2025 (Monday)
5	Probation Period	The employee shall be placed on probation for a period of three (3) months. The probation period may be extended or reduced for such further period as the Company may determine. During the probation period, either party may terminate employment at any time by giving one week's notice in writing, or payment in lieu thereof.
7	Basic Salary	RM 2,800/- Salary will be increased to RM3,100/- after successful completion of your 3 months' probation.
8	Salary Review	Salary increments will be reviewed, based on the performance of the employee, by the Management.
9	Employer's Contribution Fund and Socso Deduction	Employee deduction: 11% of gross Salary

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		Employer's deduction: 13% of gross Salary, in accordance with EPF regulations. The appropriate deductions will also be made for SOCSO and EIS and Income Tax (if applicable) in accordance with the regulations and rules by the authorities. Such deductions will commence in the first month of your employment.
10	Bonus	To be paid at the Company's discretion based on the Company's performance. The employee must have completed a minimum of one year's service to be eligible for the bonus, if there is any.
11	Working Hours	9.0am to 5.30pm - Mondays to Fridays 9.0am to 1.00pm - Saturdays on a rotation basis and will be paid at a flat rate of RM180/Saturday (9am -1pm) after confirmation. During probation, you will be required to work on Saturdays as a training period. On days that there is full intensive program, you may be required to work till 6.00pm Lunch hours – 1.00pm to 2.00pm and 12.00pm to 1.00pm, if we have special timings to be considered. Weekly Meetings every Wednesday at 8.00am and attendance is compulsory. You are required to be present at the gym 15 minutes before the official time to settle in and to receive the clients at 9.00am
12	Public Holiday	The Company observes gazetted public holidays only as per the attached list.
13	Resignation or Termination	The Company and the employee may terminate this agreement by giving three (3) months' notice in writing, or in lieu thereof, to the others.
14	Annual Leave	For confirmed Employees – Entitlement as per years of service: Less than 2 years - 8 days Above 2 years to less than 5 years - 12 days 5 years and above - 16 days
15	Medical/Hospitalization Leave	Medical Leave Entitlement as per years of service: Less than 2 years - 14 days Above 2 years to less than 5 years - 18 days 5 years and above - 22 days  Hospitalization: Less than 2 years - 14 days

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		<p>Above 2 years to less than 5 years - 18 days  5 years and above - 22 days</p> <p>Per calendar year – Maximum of sixty (60days) if hospitalization is required. You shall not be entitled to claim benefits in any other form, monetary or otherwise, if such leave is not utilized.</p>
16	Compassionate Leave	Upon confirmation, you are entitled to compassionate leave of three (3) days, in the event of death of spouse, child, parent, parent-in-law, brother or sister and grandparents.
17	Unpaid Leave	Unpaid leave will be only permitted at the discretion of the immediate superior in consultation with the Administration Department at least two (2) weeks in advance of commencement date of the same.
18	Leave Application	Annual Leave is to be taken by mutual agreement between you and the Company. Application for annual leave, except in emergency cases, shall be submitted at least seven (7) days in advance.
19	Accumulation of Annual Leave	Any accumulated leave from the previous calendar year will automatically be forfeited if it is not utilized by 31 <sup>st</sup> March of the current calendar year.
20	Medical Benefits	<p>You will be reimbursed with medical expenses upon your confirmation.</p> <p>Exclusions:</p> <p>No reimbursements will be made for the following:</p> <ol style="list-style-type: none"> <li>i. Any optical or dental treatment including treatment caused by contact lens application.</li> <li>ii. Any expenses arising out of self-inflicted injury unlawful act, unjustifiable hazards, provoked assault misconduct, social diseases, illness, or disablement arising out of attempted suicide, use of drugs or narcotics.</li> </ol>
21	Reimbursement of Expenses	The Company shall reimburse to the employee, the amount of any expenses incurred by the employee in the course of employment with the Company provided the employee presents to the Company a completed Expenses Claim Form which is supported by a receipt and approved by an authorized representative of the Company.
22	Uniforms	The Company provides T-Shirts &/ or Scrubs, vicers to be worn while in the gym. Employees are required to wear dark bottoms, and the use of jeans is not encouraged.

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23	Courses	Employees may be assigned to attend special selected courses to upgrade, enhance their personal knowledge and learn additional techniques which will benefit the clients. These certified courses will be paid for by the Company. In return, you will be required to be bonded for a period depending on the cost and duration of the course. In the event you terminate your employment with the Company before the end of the bond, you will be required to refund the amount equivalent to the cost of the course.
24	Discipline Policy	Any employee found fighting within the premise, causing disharmony, or found in the possession of illegal drugs or carrying out illegal activities will be automatically discharged from their employment without benefits.
25	Employee's Undertaking	The employee shall diligently perform his/her obligations under this agreement in a professional manner. Safety and care of the client is of utmost importance. Employees are expected to keep the gym tidy after use of all and any equipment. All equipment should be cleaned and put in its respective place after use. The employee is required to document all case notes on the client and their treatment plans properly and of a high standard, reflective of the level of care provided. After each intensive program, you are required to submit a progress report on the last day of the client having completed the program, documenting the progress outcome measures and achievements of the client. For clients on a long-term program, a monthly update on the progress is to be submitted on the 28 <sup>th</sup> of each month. You are required to work with the other therapists to input into this report. Group discussions are important as other therapists also work with the same client. Delays in the report are not allowed.
26	Confidential Information	The employee shall keep secret and confidential and shall not copy or use in any manner (except when authorized in the normal course of his/her duties under this agreement) a design, techniques, systems, software data or other information of whatever nature (which is not in the public domain or was previously possessed by the employee) relating to the Company or a client of the Company ("the Company information"). Upon termination or expiry of his/her employment with the Company, the employee shall return to the Company all records, papers, documents of whatever nature or description in his/her possession or under his/her control (including computer software, hardware, and

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		handwritten notes) which relate in any way directly/indirectly to the Company's information.
27	Patent and Design	The employee agrees that any invention, design, technique, or other discoveries made, created, or developed by him/her in connection with the performance of his duties under this agreement will be immediately notified and described by him/her to the Company and will be entirely the property of the Company. The employee shall if so, requested by the Company and the cost of the Company do all the things reasonably necessary, including executing documents and providing any further information, to enable the Company to obtain the relevant patent, design, or other rights whether in Malaysia or elsewhere in the world.
28	Copyright	The employee further agrees to assign to the Company throughout the world and for the duration of the copyright, the copyright in all literary and artistic works (as defined in the Copyright Act 1987) written, created, or prepared by the employee during his/her employment by the Company. The employee shall, if so, be requested by the Company and at the cost of the Company execute all documents and do all the things reasonably necessary to assign copyright in such works to the Company in any part of the world.

We would like to take this opportunity to welcome you to our organization and look forward to a long and happy association and to the contribution you will make to our organization.

Please indicate your acceptance of these Terms and Conditions of appointment by signing the acceptance of offer and returning one copy of the same to us.

Yours sincerely

AMIRS THERAPY GYM SDN BHD.



**Pn. Mohana  
ADMINISTRATOR**



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## ACCEPTANCE

I, ASHWINI A/P JEYAKUMARAN, wish to confirm that I have read and understood the terms and conditions as stated above. I confirm my acceptance by signing this document and confirm my commencement on 12 MAY 2025

Name: ASHWINI JEYAKUMARAN

Signature: ASHWINI JEYAKUMARAN

Date: 10 / 03 / 2025

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