

**Subject: Appointment Letter**

Dear Derrick Raj Anbalagan

IC Number: 940219 -07-5331

Following your acceptance of the job offer letter which you signed on [_____], we would like to confirm your appointment with Stride Point Physio as Junior Physiotherapy . Your employment is subject to the terms and conditions listed below:

Starting Date: 07-06-23

Your starting date is [_____].

Salary

Your monthly salary is RM2500

Other Benefits

Attendance Allowance Rm100. – per month only applies to staff and under the following condition:

- Zero Medical leave
- Zero unpaid leave/absence
- No habitual lateness

Working Hours:

Monday – Thursday: 09:00 am to 06:00 pm, Friday 09:00 am to 03:00 pm , Saturday 08:00 am to 04:00 pm inclusive of a meal break of 1 hour.

The working and break hours can be changed at the discretion of the management time from time.

Half day work / leave

09:00 am – 01:00 pm (without meal break) or 02:00 pm to 06:00 pm

Probation Period and Confirmation

Your probation period provides an opportunity for you to demonstrate your skills and job knowledge and for your immediate superior to assess your performance.

Upon completion of the probation period, you will be evaluated accordingly which may result as follows:

1. Confirmation in your employment
2. Extension of probation period to a further period at the discretion of the Business Centre indicating the areas of expected improvement from you, or
3. Termination of employment due to non-suitability to the position.

Your probation period is three (3) months. You can only be confirmed in your employment if:

1. Your performance is deemed satisfactory and you meet expected job performance criteria;
2. Your direct superior proposes you for confirmation in writing to the management;

Notice of Termination

During the probation period, either party (management or the employee) may terminate the contract of service by giving 24 hours notice or one (1) month's such notice. After confirmation, either party may terminate the contract of service by giving two (2) months' such notice.

Annual Leave

You are entitled to 8 days of paid leave per year after the confirmation.

*Salary will be paid every month date on the 7th

If you have further questions, please contact me directly or simply approach the MD
Congratulations on your appointment and welcome to Stride Point Physio. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Alexander