

PRIVATE & CONFIDENTIAL

Ref: JMC/HR/LO/2017.514

9th August 2017

Ms Tracy Mariella Anthony
Lot 9 Taman Richdar
Jalan Tuaran Menggatal
88450 Kota Kinabalu
Sabah.

Dear Tracy,

LETTER OF OFFER

We refer to your application for employment and would like to offer you the position of **Physiotherapist** subject to the following terms and conditions:-

1) Date of Commencement

You will be required to commence work on **2nd January 2018** reporting at 8:00am to the Human Resources Department.

3) Probation

You will initially be on probationary period of **Three (3) months** subject to extension for a further Three months if deemed necessary by the Management. After satisfactory completion, your position will be confirmed in writing. However, at any time during this probation period, your service may be terminated within seven (7) days' notice without assigning any reason thereof.

4) Duties and Responsibilities

Your duties and responsibilities will include those that are expected of you as an employee of Jesselton Medical Centre and these may be varied from time to time by the Management.

5) General Conduct

During your employment you will be expected to perform your duties assigned to you in a loyal, efficient, trustworthy and honest manner.