



MEDICALPRO PHYSIOTHERAPY & WELLNESS SDN. BHD.

861, JALAN TERATAI 36/17, BANDAR INDAHPURA,
81000 KULAI, JOHOR DARUL TA'ZIM
202501038663 (1640072-P)
No. Tel: 017 – 3804073
E-mel: medicalprophysio@gmail.com

Date: 31/7/2025

SITI KHADIJAH BINTI YAHYA
000813-01-0936

No.109, Jalan Pulai Perdana 3/9,
Taman Sri Pulai Perdana,
81110 Johor Bahru,
Johor Darul Ta'zim

TITLE: OFFER LETTER

Dear Ms. Siti Khadijah,

We are pleased to officially confirmed your position as **OWNER & PHYSIOTHERAPIST** at **MedicalPro Physiotherapy & Wellness Sdn. Bhd.** You are required to commence employment on **1st August 2025** and shall continue your service with the company under the terms and conditions stated herein.

As per our agreement, your remuneration and benefit are as follows:

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| 1. | Date of Commencement | 01 st August 2025 |
| 2. | Basic Salary | RM3,000.00 per month |
| 3. | Profit sharing | You will be entitled to 15% of the net profit of MedicalPro Physiotherapy & Wellness Sdn. Bhd. |
| 4. | Salary and Bonus | Annual performance review will be conducted, and bonuses will be solely determined at the Company's discretion. |
| 5. | Working hours | Monday to Sunday, 9:00 am – 1:00 pm, 2:00 pm – 5:30 pm, 7.30 pm – 10.00 pm |
| 6. | Off Days | You are entitled to one and a half (1½) days off per week, subject to the company's discretion based on operational requirements. |
| 7. | Employer's Contribution to EPF & PERKESO | In compliance with the prevailing employment law in Malaysian. |
| 8. | Public Holidays Entitlement | All national public holidays, plus state-declared holidays at the Company's discretion. |
| 9. | Sick and Hospitalisation Leave | Upon confirmation, you will be entitled to fourteen (14) days of sick leave yearly. For two (2) years or more & less than five (5) years of employment are entitled to eighteen (18) days of sick leave yearly. For five (5) years or more employment is entitled to twenty-two (22) days of leave yearly. |

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| 10. | Medical Consultation Fee Reimbursement | Upon confirmation, you will be entitled to medical consultation fee reimbursement, up to a maximum of RM300.00 per year. This benefit does not cover fees related to specialist treatment, surgery, or hospitalization. In addition, you are also eligible to receive healthcare services at our panel clinic, Klinik Adham, located at Terminal Kulai. |
| 11. | Annual Leave Entitlement | Upon confirmation, you will be entitled fourteen (14) days of annual leave. For five (5) years of employment are entitled sixteen (16) days of annual leave. In the event of termination of employment before completing one (1) year, your annual leave will be pro-rated accordingly. |
| 12. | Conduct & Discipline | Employees must maintain professionalism and uphold Company values during home visits, events, and public engagements. |
| 13. | Confidentiality | All business, document, and activities related to this office, project, business, clients, and any relevant matters are to be treated as strictly confidential and must not disclosed to any unauthorized individuals. |



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Roles and Responsibilities:

- Provide professional physiotherapy assessments, treatments, and rehabilitation programs tailored to each patient's needs, ensuring high-quality and evidence-based care.
- Conduct detailed patient onboarding sessions — including history taking, assessment, treatment explanation, and home exercise education — to ensure patients understand and participate actively in their recovery process.
- Develop standardized treatment plans and therapy protocols to ensure consistent and effective rehabilitation outcomes for all patients.
- Work as part of a team with good communication, cooperation, and respect to ensure smooth operations and excellent patient care at MedicalPro Physiotherapy & Wellness Centre.
- Foster strong, trusting relationships with patients by maintaining regular follow-ups, monitoring progress, and ensuring patient satisfaction throughout the treatment journey.
- Ensure clinic facilities, therapy tools, and marketing materials are well-presented and aligned with MedicalPro's branding and professional image.
- Collaborate with other healthcare professionals, doctors, and referral sources (clinics, hospitals, and pharmacies) to support patient care and promote MedicalPro's services.
- Participate in community outreach, wellness talks, and marketing activities to promote physiotherapy awareness and attract new patients.
- Create and share educational content for social media or workshops to increase public understanding of physiotherapy, injury prevention, and healthy living.
- Prepare and maintain accurate documentation, progress reports, and treatment summaries in accordance with clinic policies and professional standards.
- Work with management to analyze patient data and performance reports to help improve clinic operations, marketing strategies, and patient outcomes.

Your role as both owner and physiotherapist is an integral part of the growth and success of MedicalPro Physiotherapy & Wellness. Should you accept this job offer, kindly sign and return this letter as acknowledgment.

We look forward to your leadership and contribution in bringing MedicalPro Physiotherapy & Wellness to greater success.



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Regards,

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DATO' SRI DR ADHAM BIN BABA
FOUNDER/CEO
MEDICALPRO PHYSIOTHERAPY & WELLNESS

Candidate signature:

.....
Name:
IC No:
Date: