

**PRIVATE AND CONFIDENTIAL**

4<sup>th</sup> September 2023

**Employee Name** : Ina Melanie Anak Ngadi  
**IC No** : 010512-13-1274  
**Employee Address** : Lot 3915 RPR Kidurong Phase 4  
Jalan Tanjung Kidurong, 97000  
Bintulu Sarawak.

Dear Ms Ina Melanie,

**RE : LETTER OF EMPLOYMENT**

We are pleased to offer you a post as a **Physiotherapist Assistant**. Your employment terms and condition are as follows:

**1) Job Responsibilities**

- a. Work in close contact with patients to help them to implement their treatment programmes and achieve the goal set for them.
- b. You shall know the indications and contraindications of using physical modalities such as Hot/Cold packs, TENS, Ultrasound, Traction.
- c. This is a neuro-musculo-skeletal type physiotherapy centre, all related manual therapeutic maneuvers are expected to be learned.
- d. Specific activities may include:
  - Instructing patients in exercise therapy and the use of mobility aids
  - Offering advise and encouragement with their planned treatment programme
  - Preparing patients for therapy
  - Setting up equipment
  - Monitoring the progress of patients
  - Record keeping and administrative duties
  - Keeping working area clean and tidy
  - Keep equipments and furniture in good condition

**e. Report directly to the Lee Hii En (Director)**

**2) Your commencing date is on 4<sup>th</sup> September 2023.**

**3) Salary Offer :**

- a. During probation period, your monthly salary is **RM 1600.00**
- b. After confirmation, employee will receive extra allowance as below:

**Meal Allowance : RM150**

**Telephone Allowance : RM50**

**Petrol Allowance : RM100**

**4) Wage System : Direct online banking**

**5) Probation period**

You will be placed on **three (3) months' probation**. Probation will be extend if your performance under satisfaction.

**6) EPF/SOCSO/EIS/PCB**

The Shenny Physiotherapy Centre will be responsible for the contribution in accordance with the provisions of the relevant laws, at the rate prescribed by the relevant legislation.

**7) Annual Leave**

You will be entitled to paid annual leave as follows:

- a. 8 days for every twelve months of continuous service if you have been employed less than two years.
- b. 12 days for every twelve months of continuous service if you have been employed for a period of two years or more but less than five years.
- c. 16 days for every twelve months of continuous service if you have been employed for a period of five years or more.

Leave application procedure: Application should be made 7 working days in advance and shall be approve by Managing Director. Application should be submitted to company for future record.

Annual leave shall not be accumulated to the following year. You need to clear off your annual leave every year, failing which the remainder will be cancelled automatically.

**8) Sick Leave**

- a. All sick leaves must be proven by a sick certificate from registered MMA Doctor.

**9) Unpaid Leave**

Unpaid leave taken up to  $\frac{1}{2}$  month or more within a year, bonus and annual increment will be delay.

善琳物理治療中心  
SHENNY PHYSIOTHERAPY CENTRE

No 543, Ground Floor,  
Bintulu Parkcity Commerce Square  
97000 Bintulu  
Sarawak, East Malaysia  
Tel : 014 899 6815

**10) Official working hours**

**Monday – Saturday** : 08:30AM-12:30PM  
: 14:00PM-17:00PM

**Lunch Break** : 12:30 PM – 14:00 PM  
**Sunday** : Off Day

### 11) Attendance Procedure

Late arrival/early departure – Application is required 1 day in advance to the Director. Any delay of one (1) hour shall be deemed to the absence without authorization from work for 1 day.

**12) Marriage Leave – 2 days**

**13) Maternity Leave – 60 days per year**

**14) Compassionate Leave – 2 days (apply to immediate family only)**

Terms 12 & 14 only applicable to employee that work for company for more than 12 months & above.

**15) Public Holidays** - You shall observe all Gazetted Holidays.

## 16) Resignation Notice

In accordance with Labour Ordinance Section 12, otherwise must fully comply with Section 13 of Labour Ordinance :

- a. 4 weeks notice for service less than 2 years
  - b. 6 weeks notice for service 2 to 5 years
  - c. 8 weeks notice for service 5 years above

**17) Shift Duty : As when necessary.**

**18) Annual Increment** – Salary will be revised yearly and depend on both company and your annual performance. There is no guarantee increment.

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- 19) **Annual Bonus** – Will be granted base on the company performance. There is no definite one month bonus annually.
- 20) **Termination of work will be automatically enforced after giving 3 warning letters.** All letter will be signed by Managing Director. The company reserved the right to dismiss any staff with gross misconduct within 2 months letter. Any such dismissal will require the input of Managing Director.
- 21) **Uniform** – You will be provided 2 pieces of company Polo-T, proper attire must be put on during working hours.

Your faithfully,

For Shenny Physiotherapy Centre

  
Lee Hii En  
Director



Agreed and signed by :

  
Name : Ina Melanie Anak Ngadi  
NRIC : 010572-13-1274

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Date : 30<sup>th</sup> December 2023  
Name : Ina Melanie Anak Ngadi  
IC No : 010512-13-1274  
RE : CONFIRMATION OF EMPLOYMENT

We had conducted a thorough review on your work performance / work ethics during your probationary period and, we are pleased to inform that you are now confirmed in your position as Physiotherapist Assistant and with effect from 4<sup>th</sup> December 2023.

In addition, we would like to express our gratitude by awarding the additional allowance with effect from 4<sup>th</sup> December 2023 as below:

**Meal Allowance : RM150**

**Telephone Allowance : RM50**

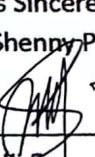
**Petrol Allowance : RM100**

All other Terms & Conditions as detailed in your offer letter remain unchanged, and will be in accordance with the Company's Policies & Procedures, Rules & Regulations, as well as, Government Legislation, as applicable.

We would like to congratulate you on your confirmation and increment. We look forward to your valuable contributions and wish you all the best for a rewarding career with the organization.

Yours Sincerely,

For Shenny Physiotherapy Centre

  
Lee Hir En

Director



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I, Ina Melanie (I.C No. 010512-13-1274) hereby agree and understand the contents of this letter.

  
Ina Melanie Anak Ngadi