



JIWA PENYAYANG

WELLNESS CENTRE

3A-12-1 JALAN WANGSA DELIMA 10,
WANGSA MAJU 53300 W.P. KUALA LUMPUR

Ref No. : LOE-FARAH NADHIRAH-01
Date : 23 December 2024

Dear Ms. FARAH NADHIRAH BINTI JAMALLUDIN
NO 29 , JALAN WANGSA BUDI 9 ,
WANGSA MELAWATI ,
53300 KUALA LUMPUR .

RE: LETTER OF OFFER OF EMPLOYMENT
(Junior Physiotherapist)

We refer to the matter above.

2. We are pleased to offer you the position of **Junior Physiotherapist** with our Company with effect from **1st January 2025** (“**Commencement Date**”) subject to the following terms and conditions of employment:-

POSITION	JUNIOR PHYSIOTHERAPIST
PROBATION PERIOD	1 months of training and 3 month’s probation but may be extended to a further period of three (3) months
BASE MONTHLY SALARY	RM 2200
COMMISSION RATE	i. To be determined by the BOD from time to time.
ALLOWANCES	<p>In any case that you are required by the Company to work out of your Working Hours as stipulated in this Contract, you shall be entitled to the following overtime allowances which shall be calculated at the rate as stipulated in the Employment Act 1955, for each hour and/or each day that you are required to be working.</p> <p>Notwithstanding anything to the contrary, you may only work exceeding the Working Hours stipulated herein subject to approval by the Company.</p>
MEDICAL AND DENTAL CLAIMS	<p>i. The Company will reimburse full-time employees up to two hundred Ringgit (RM200) each year of this agreement for her or his personal medical and dental expenses incurred which are not covered under applicable insurances.</p> <p>ii. The employee must submit itemized receipts with a</p>

	completed request for Medical Reimbursement Form to the Manager and HR for verification before obtaining approval from the Director by 15 th of each month.
JOB SCOPE AND RESPONSIBILITIES	Refer to APPENDIX A
ANNUAL INCREMENT	<p>The Company shall reserve the exclusive rights in respect of your base monthly salary and may do necessary revision at such time and from time to time as the Company may determine. Notwithstanding the amount of Base Monthly Salary specified in this Contract, the Company may revise your annual increment by issuance of written notification and these terms and conditions of Contract shall continue to be applicable, unless stated otherwise in writing.</p> <p>There shall be no other remunerations or benefits to be provided by the Company including but not limited to any overtime pay or benefit unless prior approval in writing by the Company has been obtained.</p>
EPF	Contribution by the employer and employee shall be at the rate specified by the Employees Provident Fund Act, 1951. Be informed that the deduction will only commence upon confirmation of the employees.
SOC SO	Employees who are covered under the Employee's Social Security Act, 1965 shall contribute at rates specified by the Act.
WORKING HOURS	<ol style="list-style-type: none"> Working hours are based on Monday to Friday (10AM- 7PM) and Saturday (10AM – 4PM) or based on arranged by the Company as it may seem fit. The allocated total working hours per week is 45 hours. The Company will have the right to ask you for overtime, and you shall be remunerated accordingly based on your hours, which is claimable at the end of every month. You are entitled to 1 days off every week. An employee who intends to claim for overtime pay shall submit the Overtime Claim Form by the 15th of each month to the Manager for recommendation and HR verification before obtaining approval from the Director / Manager.
ANNUAL LEAVE	<p>Your entitlement to annual leave shall be as eight (8) days of leave in each calendar year.</p> <p>For one (1) day Annual Leave application, it shall be submitted for approval one (1) week in advance for the review and approval of the Company. For two (2) days and above Annual Leave application, it shall be submitted for approval two (2) week in advance for the review</p>

	<p>and approval of the Company.</p> <p>Employee shall be allowed to carry-forward their unutilized Annual Leave (minimum 2 days) to the subsequent year .</p>
MEDICAL LEAVE	<p>Your entitlement to medical leave shall be as follows:-</p> <p>(a) fourteen (14) days in the aggregate in each calendar year where no hospitalization is necessary; or</p> <p>(b) sixty (60) days in the aggregate in each calendar year where hospitalization is necessary and required.</p> <p>In the event of sickness, you are required to inform the Company immediately by 10.00 am on the day of commencement of such medical leave and to substantiate such leave with a medical certificate from a duly registered medical practitioner within twenty-four (24) hours from the commencement of such sick leave or forthwith on the day of return to active duty.</p>
PATERNITY/MATERNITY LEAVE	<p>You shall be provided with seven (7) days paid paternity leave in the course of your employment, subject to five (5) children.</p> <p style="text-align: center;">OR</p> <p>You shall be provided with ninety eight (98) days paid maternity leave, subject to five (5) children in the course of your employment.</p>
TERMINATION	<p>You may terminate this Contract by giving one (1) months' notice in writing to the Company, either delivered personally or to the address above mentioned or by payment of a sum equivalent to one (1) months' salary in lieu of such notice. If you wish to terminate this Contract during probation, you are required to return immediately to the Company all equipment provided in the course of your employment together with reimbursing any monies or allowances together with any advance provided by the Company pertaining to your employment, unless otherwise agreed by the Company.</p> <p>The Company may terminate this Contract without notice, if you shall:-</p> <p>(a) at any time, willfully neglect or refuse to perform any of the duties entrusted to you under this Contract or refuse to comply with any rules, regulations, and directions from time to time given by the Management of the Company; or</p> <p>(b) be guilty of misconduct whether in the performance of your duties or commits an act which in the opinion of the Company is likely to bring the Company or its business into disrepute whether such act is directly or indirectly related to the business nature/affairs of</p>

	<p>the Company; or</p> <p>(c) have been unable to perform your duties hereunder for an aggregate period of at least two (2) calendar months due to medical or other reasons or if it shall be certified by a doctor appointed by the Company that you will be unable to perform your duties hereunder for a period of at least two (2) calendar months; or</p> <p>(d) be guilty of breach of trust or breach of any of the stipulations on your part herein contained or of unprofessional conduct and in the event of any of the above taking place, it shall not be necessary for the Company to assign any reason for such termination of service; or</p> <p>(e) be continuously absent from work for more than three (3) working days without prior leave from the Company, unless you have a reasonable excuse for such absence and has informed or attempted to inform the Management of the Company of such excuse prior to or at the earliest opportunity during such absence; or</p> <p>(f) be declared a bankrupt; or</p> <p>(g) be convicted for any serious criminal offence; or</p> <p>(h) Have breached any provision of this Contract if the breach continues after its desistance has been demanded by the Company.</p> <p><i>For the avoidance of doubt, the above is not intended to be an exhaustive list of the circumstances of summary of termination.</i></p> <p>The Company shall have the absolute rights to extend or vary the terms of your probation with prior written notice to you.</p>
CONFIDENTIALITY	<p>You hereby covenant that you shall not disclose any information in relation to the Company or any of its affiliates in regards of any participation and/or involvement by the Company with any third party.</p> <p>You shall be liable for all the losses or damages suffered by the Company and you shall fully indemnify the Company for all the losses caused to the Company in the event you breach this Clause.</p>
MISCELLANEOUS	<p>You shall devote your best efforts and whole business time in providing your services to the Company. Except with prior written consent by the Company, you shall not during the subsistence of this Contract and your employment with the Company hereunder:-</p> <p>(a) carry on any business or activities whatsoever; or</p> <p>(b) enter into the service of or be employed in any capacity for any purpose whatsoever or for any part of your time by any person or Company; or</p> <p>(c) be engaged or interested, whether directly or indirectly, in any undertaking or carry on any business or profession of a similar ; or</p>

	<p>(d) nature or in competition with the business activity of the Company; or</p> <p>(e) shall disclose to the Company any interest which you or your family or relatives have or may have any business establishment, organization, or authorities that the Company has business or other dealings with.</p> <p>The Company shall have the exclusive authority to determine your scope of work, duties and responsibilities including any additional or variation of the same.</p> <p>The Company shall have the authority to establish from time to time the professional policies and procedures to be implemented and adhered by the employees of the Company. All professional policies, procedures and memo shall automatically supersede the terms and conditions of this Contract, unless stated and agreed otherwise in writing.</p> <p>You shall not disclose or divulge to any unauthorized person or entity any confidential information relating to the Company's work and operation.</p>
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We take this opportunity to welcome you to the Company and look forward to your contribution to the Company. If you find that this offer and its terms and conditions is acceptable, kindly execute the duplicate copy and return the same to us for our reference and record-keeping purposes.

Thank you.

For and on behalf of

Dato Zaiton Binti Muhd Jiwa
Director
Jiwa penyayang wellness center

ACCEPTANCE CLAUSE

I, **FARAH NADHIRAH BINTI JAMALLUDIN**, hereby confirm that I fully understand the content and accept the terms and conditions of employment as specified in Letter dated 23 December 2024 as stipulated herein.

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FARAH NADHIRAH BINTI JAMALLUDIN

NRIC No: 960105-56-5074

Date : 23 December 2024