

Employment Letter

1. Names of Parties

- 1.1 The Company: Zen Chiropractic Sdn Bhd (1190605-H) of 8, Jalan Pantai Jerjak 15, Sungai Nibong, 11900 Bayan Lepas, Pulau Pinang.
- 1.2 The Employee: Hoo Yan Yien (IC No: 891004-07-5838) currently of 6A-2-1, Jalan Semarak Api, Bandar Baru, Ayer Itam, 11500 Pulau Pinang.

2. Duration of Employment

- 2.1 Your employment with the Company begins on 01 September 2016.
- 2.2 You can terminate this employment by giving two (2) months notice.
- 2.3 The company can terminate this employment by giving two (2) month notice.

3. Job Title

- 3.1 Your job title is Physiotherapist.
- 3.2 Your normal duties are as follow: -
 - 3.2.1 Assist the Doctor of Chiropractic in all forms of assistance.
 - 3.2.2 Converse and discuss with the Doctor of Chiropractic in coming up with treatment plans appropriate for the patients.
 - 3.2.3 Give appropriate treatment to patients according to the Diagnosis made by the Doctor of Chiropractic.
 - 3.2.4 Give appropriate exercises and rehabilitation to patients according to the Diagnosis made by the Doctor of Chiropractic.
- 3.3 In addition to your normal duties, you may be required to undertake other duties from time to time, as well as be required to work at upcoming locations.

4. Expectations: -

- 4.1 Provide the highest standard of physiotherapy care to patients.
- 4.2 Maintain good behavior and professionalism towards patients, staff members, and management team.
- 4.3 Maintain a clean and healthy disposition and image of oneself.
- 4.4 Keep and maintain records and files with full confidentiality.
- 4.5 Ensure orderly and detailed record-keeping of patients' information and files.
- 4.6 To be punctual and be in the clinic for the whole duration of all clinic sessions.