

Sharon Jara Lee
Rumah Uchin
Sungai Belait Tengah Bawan
96700 Kanowit, Sarawak

19th April 2021

PRIVATE AND CONFIDENTIAL

Dear Sharon,

LETTER OF APPOINTMENT – Part Time Employment

Excellence Physiotherapy & Rehab Centre (herein referred to as 'the company') offers you the position of **PHYSIOTHERAPIST** at Excellence Physio & Rehab Miri with effect from 1st April 2021. Your appointment will be subject to the following terms and conditions:

Compensation

- You will receive an hourly salary of **MYR8 per hour**.
- You will be paid to a maximum of 70% of the max hours of 48 hours.
- You will also be paid MYR50 monthly for your mileage – due to your nature of work.

Effective Date of Employment

- Your term of employment commence on **1st April 2021** and continues thereafter subject to your termination or resignation.

Probation period

- You will be on probation for a period of THREE (3) week ending **21st April 2021**. At the end of this period, your performance will be assessed. Should your performance be found to be:
 - Satisfactory, your part time employment will be confirmed;

Working Hours

- You shall follow the working hours set out by the company, which may be revised from time to time to meet the needs of the company.
- The company may require you to perform overtime work from time to time or outside of the usual working place.

Termination Notice

- During your employment period, your employment may be terminated at any time on either side by giving **TWO (2) weeks'** notice in writing or **TWO (2) weeks'** payment in lieu of notice without specific reason being assigned for the termination.
- Upon confirmation, the notice period shall be **ONE (1) month** notice in writing.
- Your employment can also be terminated for reasons of misconduct or any other reasons warranting your dismissal by the company.

Annual Leave

- You will be entitled to unpaid annual leave of **FOURTEEN (14)** days whereby you may consume the earned annual leave after confirmation in your position.
- There should be minimum **TWO (2) weeks'** notice before commencing your annual leave.

Sick Leave

- You will be entitled to unpaid sick leave of **EIGHT (8)** days. Sick leave shall be granted on the production of a medical certificate issued by a registered doctor.

Travel

- You agree that you will be prepared to travel or reside and work in any part of Malaysia for such periods as is necessary for the proper performance and exercise of your duties in connection with this employment or as the company shall from time to time direct.

Statutory Contributions

- The company and you, as required by law, will contribute at the statutory rates of contributions to all required government agencies.

Job Description

To be successful physiotherapist, you must have a passion for the product you work with and keep expanding your knowledge. To be outstanding, you should have an eye for spotting the need of patient, adhere to continuous learning in the center, a willingness to inspire clients, and ability to work independently and within a team.

Responsibilities:

- Greet and direct customers.
- Provide accurate information (e.g. services & workflow)
- Answer customers' questions about specific product or services.
- Assist with preparing marketing & educational material in the clinic.
- Respond promptly to enquiries on social media/messages/email.
- Provide accurate assessment, treatment plan for client.
- Provide feedback and progress on patient condition to your superior.
- Attend relevant trainings, meetings and discussion deemed necessary.

Other Conditions

- You will not both during or after the period of your employment, divulge to any person or make use of and shall use your best endeavours to prevent the publication and disclosure of any trade secrets or confidential information concerning the business or finances of the company and any associated companies which may be acquired or received during the course of your employment.
- Your agreement not to engage in any trade, business or profession or accept any form of paid employment without the prior written consent of the company.
- Your agreement that any intellectual property you discover or create in the course of your work shall be the absolute property of the company.

Acceptance


- Your acceptance of the conditions and terms in this Letter of Appointment will constitute a legally binding agreement which shall supersede any prior agreement whether written or oral. Any such prior agreements are cancelled as at the date hereof but without prejudice to any rights which have already accrued to either of the parties.
- This Letter of Appointment does not purport to be an exhaustive list of the terms of employment offered to you. If you accept the above terms and conditions, please sign this letter in duplicate.

Yours faithfully,



JENNIFER EE SIEW
Director – Excellence Physio & Rehab Centre

I, SHARON JARA LEE, have read the above letter and I accept the appointment in accordance with its terms and conditions.

Signature of employee : 
Date : 19 APRIL 2021
NRIC No. : 961206 - 13 - 5844