

STEP BY STEP SDN BHD

1, My Address,
10000 My Area,
My State.

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Tel.: 604-6561234

Fax: 604-6571234

30/05/2013

Dear ,

Re: Appointment Letter

I am pleased to offer you the appointment of in our Department.

Your terms of appointment are as follows:

1. Salary:
Your all-in salary will be RM0.00 per month.
2. Probation :
You will be appointed on probation for a period of 0 months. Upon successfully completing this probationary period, you will be confirmed in you post.
3. Leave:
Upon confirmation you will be entitled to 0 days' annual leave a year.
4. Annual Increment:
Annual increment will be based on the yearly appraisal conducted by the company to help determine the employee's job performance.
5. Office hours :
Your office hours are as follows:
Monday through Friday : 9.00am – 5.00pm
Saturday : 9.00am – 1.00pm
6. Lunch breaks:
The usual lunch break is from 1.00pm and 2.00pm daily, Muslim employees May take their lunch break on Friday from 12.45pm to 2.45pm to enable them to attend Friday prayers.
7. Punctuality:
The company practices strict punctuality and will not tolerate any tardiness. All employees have to clock in their times of arrival and departure accordingly.
8. Medical benefits:
 - (a) During the stated probationary period employees are not entitled to claim reimbursement for any bills paid in respect of their clinical visits. But upon confirmation in their position, they are entitled to claim reimbursements for all bills

paid in respect of clinical visits for them, their spouses and up to three (3) children below the age of 18.

(b) As all employees will be placed on the company's Group Life Insurance Scheme, they are entitled to free medical treatment at various designated Hospitals, based on their respective categories, details of which are available from the personnel department.

(c) The scheme, however, does not cover any dental or optical treatment.

9. Bonus:

Payment of annual bonus will be at the discretion of the company's management Committee, which comprises various heads of department, dependent upon the company's overall business performance.

10. Job assignment:

The company reserves the right to assign the employee to any section or division in the department as and when it deems necessary.

11. Transfer:

The company also reserves the right to transfer the said employee to any of its existing branches throughout Malaysia.

12. Termination of service:

The employees may, during the probationary period, terminate his or her services with the company at any time. Likewise, the company may also do the same. Once confirmed in the appointment, the said employee may terminate his or her services with the company by giving notice of such intention in writing to the company, in lieu of one month's salary. Likewise, the company may also do the same.

If you agree to accept the above terms and conditions. Please endorse the duplicate copy of this letter and return it to me within seven days.

Thank you.

Yours faithfully,

I , having read and fully understood the terms and conditions above hereby accept the post of , and shall be able to report for duty on / / .

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(Signature)