PALETTE TECH SDN BHD (1279095-U)

No. 33, Lorong Sungai Puloh 10/KU6, Kawasan Perindustrian Sungai Puloh,

42100 Klang, Selangor Darul Ehsan, Malaysia.

Tel : 03-3884 3973 Email :admin@palettetech.com.my

Date

Name : **(I/C No.)**

Address :

Dear _____,

Re : Contract of Service

Refer to the recent interview and we are pleased to offer you employment as _____ in Palette Tech Sdn Bhd at monthly basic salary of **RM**_____. We trust that your knowledge, skills and experience will be among our most valuable assets.

1) **Date of Appointment & Hours of Working**

   Start Working Date : _____

   Working day & Hour : **Monday to Friday** **8.30am - 5.30pm**

   Saturday **8.30am – 12.30pm**

   Lunch hour : **12.30pm – 1.30pm**

   However, where a change of working hours is necessitated, you shall be notified and be required to comply therewith.

2) **Probation & Confirmation**

   All new employees are required to undergo a probation period of minimum three (3) to six (6) months. Confirmation of an employee's service to his/her satisfactory performance appraisal which shall conducted by his/her superior. Increment of _____ will be given based on the performance appraisal.

DRAFT & CONFIDENTIAL

3) **Fringe Benefit**

Annual Leave

All employees shall be entitled to annual leave as follows: -

Less than 2 years service	8 days
Between 2 years to 5 years service	12 days
More than 5 years service	16 days

30% of Annual leaves for current year allowed to be carried forward, any balance of leave not taken will be forfeited.

Public Holiday

Every employee shall be entitled to paid holidays on 14 gazetted public holidays declared by the Government of Malaysia

Medical Leave

Less than 2 years service	14 days
Between 2 years to 5 years	18 days
More than 5 years	22 days

Hospitalization

60 days per annum

4) **EPF & SOCSO CONTRIBUTION**

The employer shall make contribution in respect of the employee to the Employees Provident Fund & SOCSO in accordance with the EPF Act. The rates of such contributions shall be in accordance with the current regulations made under the said EPF Act and shall be subjected to change in accordance with alteration made under the Act.

5) **MEDICAL FEES**

All employees are entitled to RM300/annum medical attention and treatment from the Company's panel clinic. In the case an employee receiving medical treatment from a private clinic not under the Company's panel clinic; company shall not bear on the cost.

Beside, the company shall not bear the cost of any of the following: -

a) Optical services including glasses or other optical appliances

b) Any expenses in respect of pregnancy, confinement or miscarriage

DRAFT & CONFIDENTIAL

c) Any expense arising out of self-inflicted injuries, unlawful acts, unjustifiable hazards or provoked assault or misconduct or for any veneral disease

d) Any dental expenses.

6) **Termination / Resignation**

The notice period required for terminating a contract of service shall be the same for both the company and the employee. Unless stated in the letter of appointment shall be as follows: -

a) During probation - 1 week notice or pay in lieu

b) Upon confirmation - 1 months notice or pay in lieu

- 3 months notice or pay in lieu (Managers & above)

7) **Retirement Age**

According to employment act

8) **Others**

Please read the enclosed company handbook for complete, new hire instruction and more information about the benefits that we offer.

If you decided to accept our offer, please sign this appointment letter and return a copy thereof to the Management not later than one week from the date hereof, otherwise this offer is deemed to have been rescinded.

Thank you.

Your sincerely,

_____

MANAGING DIRECTOR

Date:

DRAFT & CONFIDENTIAL

PALETTE TECH SDN BHD (1279095-U)

No. 33, Lorong Sungai Puloh 10/KU6, Kawasan Perindustrian Sungai Puloh,

42100 Klang, Selangor Darul Ehsan, Malaysia.

Tel : 03-3884 3973 Email :admin@palettetech.com.my

I _____ hereby accept this offer. I fully understand the terms and condition given in this offer letter and the company policy noted in the company handbook and declared that if at any time after employment, I will follow the instruction, rules, and regulation of company, if found that a false declaration has been made during service, the employer has the right to terminate my employment at an point of time deemed fit.

DRAFT & CONFIDENTIAL

_____	_____
Signature of applicant	MANAGING DIRECTOR
Name:	Name:
Date:	Date: