15 August 2023

XXXXXXX
E-1-15, Blok E
Pangsapuri Damai Utama
Jalan DU 7, Taman Damai Utama
43300 Puchong
Selangor

POSITION OF RESEARCH & DEVELOPMENT LAB TECHNICIAN (C3)

We are pleased to offer you employment as Research & Development Lab Technician with effect from 4 September 2023 on the following terms and conditions:-

1. COMMENCEMENT SALARY
Your basic salary on commencement shall be RM XXXXXX (Ringgit Malaysia: XXXXXXXX Only) per month. (Please note that confidentiality of your salary should be maintained at all times).

2. DUTIES AND RESPONSIBILITIES
You will be required to carry out such duties and accept such responsibilities, which may from time to time be assigned to you by the Company, and at all times to act faithfully in the best interest of the Company.

3. PROBATION PERIOD
You will have to undergo a probation of 6 months from the date of your commencement of employment. Within this period, your performance will be reviewed by Management who reserves the rights to confirm or terminate your employment, or to extend your probation period.

4. NOTICE OF TERMINATION
At anytime during probation period, your employment may be terminated by the Company or yourself within 14 days of notice without any reason being assigned for such termination. After confirmation, the termination notice period is 90 days, or 3 (three) month's salary in lieu of such notice is required.

5. EMPLOYMENT PROVIDENT FUND (EPF)

You shall contribute to EPF as per statutory rates and the Company shall make similar contribution.

6. ANNUAL LEAVE ENTITLEMENT

1st – 2nd year of service	14 days
3rd – 5th year of service	16 days
6th year and above	18 days

Only 5 days annual leave is allowed to be carried forward to next year.

In addition to the above, you are entitled to observe all Public Holidays gazetted by Government.

Annual leave will normally be taken after 12 month's period of service.

If you have not completed twelve month of continuous service 1 a calendar year, your entitlement will be in proportion to the number of completed months of services in that calendar year.

Application for leave must be submitted on line to the management 5 working days in advance for approval.

7. COMPASSIONATE LEAVE

You will be entitled to Compassionate Leave not exceeding two (2) working days at any time on the following occasions:

i) lawful marriage (once only during your service with the Company)
ii) death of spouse, children, parents, brothers, sisters, parents in-law or grand parents
iii) emergencies such as flood or fire which affect your person and / or property.

8. SICK LEAVE

You will be entitled to paid sick leave as per Labour Law.

9. MEDICAL BENEFIT

You will be entitled for reimburse for your medical bill with Company panel clinic with not more than RM50.00 per treatment bill. Annual limit not more than RM400.00

The Company will not bear the cost of the following:

- medical or surgical or other appliances including spectacles, eye-glasses and dentures, dental or optical charges, expenses incurred as a result of pregnancy, confinement or miscarriage, expenses arising out of self-inflicted injury or illness or disease caused by misconduct, expenses for treatment in mental cases which have been certified, expenses incurred in respect of illness or disablement arising out of suicide or any attempt threat, performance of any unlawful act, exposure to any unjustifiable hazard except when endeavouring to save human life, provoked assault, the use of drugs or narcotics or any breach of disorderly conduct.

10. HEALTHCARE INTERNATIONAL INSURANCE - GROUP

You will be entitled for coverage of Healthcare International Insurance – Group provided that you have served the Company at least one (1) year – 12 months.

11. WORKING HOURS

You shall follow the working hours set by the Management.

Monday to Friday	8.00am to 1.00pm
	2.00pm to 5.00pm

12. OFFICE SECRECY

All information obtained in the course of work with this Company shall be deemed to be strictly confidential. No such information shall be divulged to any outside party.

13. DUTIES/RULES AND REGULATION

It is a condition of your employment that you shall devote the whole of your time, attention and abilities exclusively to the business of the Company and shall not while in the employment of the Company, be engaged in any other employment or business whatsoever without the previous consent in writing of the Company's Managing Director.

In addition, you will be also be required to conscientiously abide by all the rules and regulations, expressed or implied, of this Company which are force from time to time.

14. GIFTS AND LOAN

No gift, in cash or kind , or commission for services rendered may be accepted by you without the knowledge and explicit consent of the Company.

15. TRANSFERABILITY

You may be transferred to any working location at the entire discretion of the Management.

We look forward to your continuous contribution and full commitment.

Should you accept our appointment, kindly sign on the duplicate of this letter and return it to us.

Thank you.

Yours sincerely,
Emersive Sdn Bhd

Tan Kong Meng
The Human Resource Department

Ong Li Na
Head of Department

I, _____,
the undersigned hereby accept the offer in accordance with the terms and conditions stipulated in this appointment letter.

SIGNATURE : _____

NRIC NO. : _____

DATE : _____