Wan Oil & Gas Sdn. Bhd. (Co. No. 701485-V)
No. 12, Jalan Anggerik Mokara 31/52, Seksyen 31, Kota Kemuning,
40460 Shah Alam, Selangor.
Tel: 03-51211953, 012-2275 187 Fax: 03-51211835
Email: wbtee@yahoo.com

Date :

Address

Re: Letter of Appointment
Position :

We are pleased to offer you the position of _____ commencing _____and under the following terms and conditions of employment:-

1. Salary

   You will be paid a salary of _____per calendar month payable at the end of each month of employment but subject to the Company's right to deduct there from your portion any contribution that is required by law to be paid or subscribed to any authority including payments due to be made under the Employees Provident Fund Act and the Employees Social Security Act or any other deduction which the Company may from time to time be compelled in law or have a right in law to deduct.

2. Recognition of Service

   Your employment shall be deemed continuing from your appointment by Wan Oil & Gas Sdn. Bhd.

3. Bonus

   Payment of bonus, if any, shall be at the sole and absolute discretion of the Company depending on the assessment of your performance.

4. Your working hours shall be:-

   Monday – Friday : 9:00 pm and to 6:00 pm

5. Holidays shall be as per the laws of Malaysia.

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6. You might be required to work on off days whenever deemed required by your work.

7. You shall be entitled to eighteen (18) days paid annual leave per calendar year which leave you shall be entitled to take such time or times as approved by the Company.

8. You shall be entitled to fourteen (14) days paid sick leave per calendar year on condition that you are certified as medically unfit to carry out your duties by a licensed medical practitioner and the original medical certificate is produced to the Company at the earliest possible time. You shall report your absence from work within the day of your absence and if you fail to report the same within forty-eight (48) hours, you shall be deemed to have absented yourself without the permission of the Company and without reasonable excuse and the Company shall be entitled to take action against you as the Company consider appropriate. Your paid sick leave entitlement for any calendar year will be prorated accordingly should your service for the particular year be less than twelve (12) months.

   We shall reimburse your medical expenses up to a sum not exceeding _____ per annum.

9. During the period of your employment with the Firm, you will devote yourself full time to your work with the Company and will not without the consent of the Company, engage at any time in any outside business or activity of your own and which are not for the interest of the Firm.

10. Your employment may be determined by the Company at any time if you are guilty of any gross default or misconduct in connection with or affecting the business of the Company or in the event of any breach or non-observance by you of any of the stipulations contained in this Agreement which is materially detrimental to the Company's interest.

11. Either party may at any time give to the other party a written notice of their intention to terminate the employment at least two (2) months before the date of intended termination or by paying to the other party two (2) month's salary in lieu of such notice. The Company can terminate your service at any time if you are find in serious misconduct or breach of the Company's rules and regulations as conformed in the Employment Act 1955 without notice compensation.

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12. Annual Salary Revision

This will be the absolute discretion of the Company and with be based mainly on your work attitude, commitment to work/responsibilities and performance.

If you are agreeable to the foregoing, please confirm your acceptance by signing and returning to us the duplicate copy of this letter.

Yours faithfully,

……
Name
Director

I hereby agree and confirm with the above terms and conditions

……
Name:
Date :