NETBASE INVENTION SDN BHD

Suite 1208, Level 12, Amcorp Tower, Amcorp Trade Centre.
No.18 Persiaran Barat
46050 Petaling Jaya, Selangor
016- 986 2134 / 03-7948 5258 / 03-03 7956 6363

1 Feb 2019

Private and confidential

MARDHIYAH BINTI ZULKIFLI

(930907-08-5496)

Letter of Employment

I am pleased to offer you employment in the position of FRONT OFFICE (FO) staff in EASTVILLE PRESTIGE HOTEL with us at Netbase Invention Sdn Bhd ('the employer') on the terms and conditions set out in this letter.

1. Position

1.1 Your start date will be 1st FEB 2019.

1.2 Your employment will be full time.

1.3 The duties of this position are set out in the attached position description. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

1.4 You will be required to perform your duties at **Address:** No. Lot 17192, KM 13 Jalan Kuantan - Kemaman Sg.Karang Pantai, 26100 Kuantan, Pahang, or group hotels as reasonably directed by the employer.

2. Probation

2.1 A probation period will apply for the first day of your employment. During this time we will assess your progress and performance in the position on monthly basis. If the performance is above expectation, we will confirm your employment in a 1 month.

2.2 During the probation period you or the employer may end your employment by providing notice in accordance with the table in clause 7.1 below.

3. Ordinary hours of work

3.1 Your ordinary hours of working 8 hours in a day and 6 days in a week. The working hours will be determine on the duty roster every month, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

4. Remuneration

4.1 **You will be paid RM 1100.00 as basic salary**.

4.2 The employer will also make employee contribution fund payments of 11% monthly on your behalf in accordance with Employees **Provident Fund Act 1991.**

4.3 Your remuneration will be **reviewed every 12 months** once, and may be increased at the employer's discretion.

5. Leave

5.1 8 days annual leaves, in 1 to 2years according to the duration of your working.

12 days annual leaves 2 to 5 years according to the duration of your working with us.

14 days Medical Leave within 24 months.

5.2 You will be also entitled for public holiday leaves, the leaves selected by our company, but in the event of urgent matters you're required to work on the day.

6. Your obligations to the employer

6.1 You will be required to:

(a) Perform all duties to the best of your ability at all times;

(b) Use your best endeavor to promote and protect the interests of the employer.

(c) Follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

7. Termination of employment

7.1 Under the *Employment Act 2017* the employer may terminate your employment **at any time** by providing you with advance notice in writing in accordance with this table:

7.2 Termination could take place if there is serious misconduct or discipline issues. First 2 times warning letter and third time termination. If terminated with proper justification, no benefits could be given.

7.3. If terminated due to business change, or change of business owner or due to any business decisions, 1 month notice will be given to the employee with no benefit given.

7.4. If you want to resign from your present position, you must provide your resignation letter, and follow period of notice below.

Length of continuous service with employer	Period of notice
Less then 12 months	1 month
More than 1 year but less than 3 years	2 month
More than 3 years but less than 5 years	2 month
More than 5 years	2 month

8. Confidentiality

8.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.

9. Benefits

9.1 You will be given a medical benefit for out patients at government hospital. The medical benefit is subject to 14days in 2years.

10. Entire agreement

10.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

10.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

To accept this offer of employment please return a signed and dated copy of this letter to us.

Yours sincerely,

_____

Rubena Mohan Vengadraman

Netbase Invention Sdn Bhd

Director

I, MARDIHIYAH BINTI ZULKIFLI, have read and understood this letter and accept the offer of employment from Netbase Invention Sdn Bhd on the terms and conditions set out in this letter.

Signed: _____ Date: _____ /_____/ _____

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

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POSITION DESCRIPTION

In terms of, you're responsible for co-ordination between your Front Office staff as such understanding of (SOP).

Any related issue on your work or other staff, you should inform the manager and seek his advice to resolve the matter.

Signed: _____ Date: _____ /_____/ _____

Print name: Mardhiyah Binti Zulkifli

Address: No.A 55 Kg Pantai

26100 Beserah ,Kuantan Pahang