

PRIVATE & CONFIDENTIAL

Our Ref: HR/LO/Ain/UD

Nur Ain Binti Azmi

Km 8 Kampung Gembut, Tanjung Sendili, 81910 Kota Tinggi, Johor

Dear Ain,

OFFER OF EMPLOYMENT`

We are pleased to offer you employment with Ground Team Red Sdn Bhd (the "Company").

This offer requires you to abide by the Company's Employee Handbook and all related terms and conditions.

Details of this offer are as follows:

Position :	Guest Services Assistant
Department :	Guest Service
Grade :	Non-Executive Shift
Employment Type :	Fixed-Term Contract (08th November 2024-07th November 2025)
Commencement of Employment :	8th November 2024 Upon which your employment is with Ground Team Red Sdn Bhd only.
Job Reporting :	You will report to the Station Head/ Duty Manager or his designate.
Base / Location :	Johor Station (JHB) station or any other location as required.
Monthly Condition Basic Salary :	Ringgit Malaysia One Thousand and Eight Hundred (RM 1800.00) only.
Monthly Allowance :	Entitlement is subject to your Head of Department based on your departmental policy and at the Company's discretion.
Pre-Condition of Employment :	This offer is subject to you passing our Background Screening and Medical Examination
Probation Period :	Six (6) Months The above may be extended if you have not demonstrated suitability and fitness for the appointment. Confirmation of Appointment is through written confirmation only; without which your service remains under probation.
Working Hours :	Shift basis and in accordance with your prescribed work schedule
Termination of Employment :	During your Probation Period, fourteen (14) Days written notice has to be given by yourself or the Company. After Confirmation, one (1) Month written notice has to be given by yourself or the Company. The above does not apply to employees who are dismissed due to grounds of misconduct, poor performance, absent from work for more than two (2) consecutive days without prior leave, breach of contract, or frustration of contract. Your contract of employment will terminate on 08th November 2025. Any further extension thereon will be at the sole discretion of the Company and if there is no notification of any further extension at your contract, your last date of service will be on 07th November 2025.
Training & Work Accessories :	The Company will provide you work accessories and may sponsor you to attend training programs. In the event you leave employment under the following circumstances, you are required to reimburse the company for the cost of training programs and cost of work accessories in accordance to the following terms: (i) if you cease employment before you complete your probation period, you have to pay the total cost of training and accessories as indicated in Appendix 1 ; and, (ii) if you cease employment after you have completed the probation period, you have to pay fifty percent [50%] of the total cost of training and accessories as indicated in Appendix 1;
Duty Travel :	You will travel as per the Company requirement.
Transfers, Relocation & Assignments :	The Company can transfer, relocate, or reassign you to any other position within the Ground Team Red group of companies.
Annual Leave :	Please refer to the Employee Handbook.
Medical Information :	Acceptance of this offer implies you give consent for the Company to request for your medical information at any time during employment from the medical practitioner treating you.

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Restrictions On Other Business / Employment	:	You shall not in any way at any time indulge in speculation or engage in any form of business or in employment with any other companies, whether within or outside the normal of work except with written permission from the Company.
Confidentiality	:	You may be handling highly sensitive and confidential information with regard to the Company's operations and policies during the course of work and it is expected that you shall not divulge any such information to any person other than to authorized employees who by virtue of their positions require such information for the proper performance of their duties. This confidentiality provision shall remain in full force and effect after the termination of this contract.
Changes to Terms & Conditions	:	The Company reserves all rights to change the terms and conditions of service.
Lapse of Offer	:	Seven (7) Days from the date of this letter. Please sign and return the attached Acceptance of Offer within this period.

Yours faithfully,
for **Ground Team Red Sdn Bhd**

Raymond Lee
Head of Human Resources Department

ACCEPTANCE OF OFFER

- I hereby accept the terms and conditions in Ground Team Red's Offer of Employment dated .
- I declare that I have not been convicted of criminal offence or been declared bankrupt in any country.
- I understand that if any particulars I have provided are proved untrue, I'm liable to be summarily dismissed.

Employee Signature

Date

Name: _____

National ID / Passport No.: _____

Received by Human Resources Department on this date: _____