



JBCC YFS

Yung Fa Retail Sdn Bhd (Co. No. 511435- H)
(Formerly known as Yung Fa Supermarket Sdn Bhd)
Lot 58904, Jalan Pekeliling Tanjung 27/2,
Kawasan Perindustrian Indahpura, 81000 Kulaijaya, Johor.
Tel: 07- 663 4277 Fax: 07- 662 6717

Ref: YFR2025/HR-JBCC-A008
Private & Confidential

Name : NORAMILIA BINTI ELIAS

I/C No: 930720-01-7072

Employee No: 36800044

Dear Ms,

RE: LETTER OF APPOINTMENT

We are pleased to offer you the post of ***Training Outlet Manager***. The terms and conditions are as follows:

1. **DATE OF APPOINTMENT**

Your appointment date shall be on **01/05/2025**.

2. **SALARY**

Basic	- RM 4,000.00
Attendance Allowance	- RM 200.00
Managerial Allowance	- RM 300.00

Meal Allowance - RM 30.00 / Day

**** You will entitle for an additional meal allowance of RM30 per day which for work full shift day upon approval by superior.**

3. **MODE OF PAYMENT- Via Bank**

4. **COMMISSION**

You will entitle commission and company reserves the right to any revise for the commission.

5. **BANK IN**

6. You will be required to bank in our cash to nearest bank (Only for Person of in-charge).
SECURITY

You must comply with efficient security knowledge in order to reduce company losses.

7. **CRIMINAL BREACH OF TRUST**

The company entitled to summarily dismiss the employee for serious misconduct including but not limited to section 405 of the penal code, which states their.

*Whoever, being in any manner entrusted with **property**, or with any dominion over property either solely or jointly with any other person dishonestly **misappropriates**, or converts to his own use, that property, or dishonestly uses or disposes of that property in violation of any direction of law prescribing the mode in which such trust is to be discharged, or of any **legal contract**, express or implied, which he has made touching the discharge of such trust, or wilfully suffers any other person so to do, commits “criminal breach of trust”.*

8 **PROBATION**

You will be required to serve a probationary period of 3 months in company. Your performance will be reviewed by management who reserves the right to confirm or terminate the employment, or extend probation period.

9. **NOTICE OF TERMINATION**

9.1 **Before confirmation**, either party may terminate this service by providing the other with **one month's** written notice or by paying one month's salary in lieu of notice.

9.2 **After confirmation**, either party may terminate this service by providing the other with **two month's** written notice or by paying two month's salary in lieu of notice.

10. **TERMINATION**

At any time should an employee be found guilty, misbehave or commit a misconduct, transact any business which is not profitable nor relating to the company, you are liable to be instantly terminated from employment without notice. In addition, the Company may pursue any other remedies available to it including the recovery of damages from you.

11 **ABSENTEEISM**

An employee shall be deemed to have broken his/her contract of service with the Company if he/she has been continuously absent from work for more than two (2) consecutive working days without prior leave from the Company, unless he/she has a reasonable excuse for such absence and has informed or attempted to inform the Company of such excuse prior to or at the earliest opportunity during such absence.

12. **DISCIPLINARY ACTIONS AND REGULATIONS**

Employees are to abide by the Company's policies and regulations and to ensure that a minimum standard of performance is met. Misconduct or non- performance may result in disciplinary actions in the form of:

12.1 Counseling / Verbal Warning

Counseling or verbal warning is given "one time" for different cases to the employee not as a form of punishment nor penalizes anyone but with the objective to correct unacceptable conduct.

12.2 Written Warning

Misconduct that falls under the Minor offences, or when there is no improvement after verbal warning is given; a written warning may follow to further correct the situation.

12.3 Dismissal

On cases of misconduct or incompetence and has not shown sufficient improvement, dismissal will be exercised.

13. **OVERTIME**

Staff shall **NOT** be entitled to any overtime claims.

14 **PUBLIC HOLIDAYS**

14.1 You shall be entitled to a paid holiday at the ordinary rate of pay on eleven (11) gazetted Public Holidays in any one Calendar Year. List of Public Holidays will be displayed at the notice board.

14.2 An employee who absents himself from working day before or after holiday without the prior approval of employer shall not be entitled to any holiday pay

15. **LEAVE**

15.1 Annual Leave

- i) You will be entitled for every 12 months continuous service, to paid annual leave of:-
 - Less than 2 years' service - 10 days
 - 2 or more years but less than 5 years' service - 12 days

5 or more but less than 10 years' service	- 16 days
10 years service and above	- 18 days

- ii) **ONLY** confirm staffs are eligible for the annual leave application.
- iii) For an incomplete year of service, annual leave shall be prorated based on completed months' of service.
- iv) You only can bring forward 5days annual leave year to year but must be utilized your annual leave by 30th June of the following year. Any leave not taken will be forfeited.
- v) Once resign or left the company immediately without notice, no annual leave will be given.

15.2 Medical Leave

- i) You will be entitled medical leave in each calendar year as follows:-

Less than 2 years' service	- 14 days
2 or more years but less than 5 years' service	- 18 days
5 or more years service	- 22 days
- ii) Where hospitalization is required, the total entitlement shall be limited to 60 days.

15.3 Special Leave

- i) Special leave supported by documentary evidence may granted in the case of:-

The demise of near relative	- 3 consecutive days
Marriage (employee's first legal marriage)	- 3 consecutive days
- ii) A near relative means the Spouse, Children, Parents, Brother or Sister, Legal Guardian, Parents- in- law and Grandparents of the employee.

15.4 Maternity Leave

- i) A female employee who has completed **four (4) months** continuous service with the Company shall on confinement, be eligible for maternity leave of 98 days with pay.
- ii) However, female employee will not be entitled to maternity leave with pay is at the time of confinement she already has five surviving children. She will nonetheless be granted 98 days maternity leave on no pay basic. Application for any types of leave is to be supported with documentary evidence or prior application by 3 days before. No advance leave allowed.

15.5 Paternity Leave

- i) **Seven (7) days** of paid paternity leave for married male employees **who have been employed by the same employer for at least 12 months.**

16. WORKING HOURS

<u>Working Shift</u>	<u>Working Hours</u>	<u>Time Breaks</u>
Morning shift	09: 30 am - 18: 00 pm	1 hour lunch breaks
Noon shift	13: 30 pm - 22: 00 pm	1 hour dinner breaks
Full Shift	09: 30 am - 22: 00 pm	2 hours breaks (lunch & dinner)

Your rest day shall be one day per week on weekday.

17. EPF, SOCSO & INCOME TAX DEDUCTION

The contribution as per statutory rates and the company shall make similar contribution.

18. DEDUCTION

18.1 Deduction of Basic Salary

All deduction will be depends on the monthly lateness.

18.2 Deduction of Attendance Allowance

<u>Reason</u>	<u>Length of time</u>	<u>Deduction</u>
MC	1 time	50% of Attend. Allow.
	2 times and above	100% of Attend. Allow.
Absence/ Lateness/ Early Leave	30 minutes above	100% of Attend. Allow.
Unpaid Leave	3 days above (per mth)	100 % of Attend. Allow.

19. TRANSFER

At the discretion of the Management and depending on the exigencies of business, your service can be transferred by the Company in any capacity as the Company may desire from time to time from:

- i) One location to another
- ii) One department to another
- iii) One project to another
- iv) One post to another

20. **RETIREMENT AGE**

Employees must retire at the age 60 years.

21. **ACCEPTANCE**

Kindly sign in acceptance of the above terms and conditions and return the duplicate copy to us if you accept the above offer.

Yours sincerely,
YUNG FA RETAIL SDN BHD

WONG

WONG YOKE YENG
HR DIRECTOR

I NORAMILIA BINTI ELIAS NRIC No. 930720-01-7072 hereby agree and accept the employment on terms and conditions set out above.



Signature

22/04/2025

Date