

**Date: 14<sup>th</sup> August 2025**

**PRIVATE & CONFIDENTIAL**

**Mohamad Nasrullah bin Mohd Yasin**

No 29 Jalan Nenas 21,

Taman Kota Masai, 81700,

Pasir Gudang, Johor.

**LETTER OF OFFER – SALES & MARKETING EXECUTIVE (JOB PLACEMENT)**

We are pleased to offer you a position as Sales & Marketing Executive (Job Placement) at Rizq Minds Academy under the terms and conditions set out below:

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**1. Appointment & Duration**

This contract is valid for **three (3) months** commencing on **18th August 2025** and ending on **17th November 2025**.

A new contract may be offered to extend your service subject to a performance review at the end of this period.

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**2. Salary & Payment Arrangement**

- The basic salary will be paid by **Excelerate Asia** as per the agreed basic salary package between you and Excelerate Asia.
- Rizq Minds Academy will pay you a **commission of 10%** for every **successful business closure** secured by you.
- Commission payment will be made **14 days after the completion of the proposed training program** linked to the sale.
- A **phone allowance of RM40 per month** will be paid upon submission of a claim, **accompanied by the relevant call history or telephone bill**.

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**3. Working Hours**

Your normal working hours will be Monday – Friday, 9.00AM – 5.00PM. Any change to the working hours will be communicated in writing.

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#### 4. Leave Entitlement

- You are entitled to 1 day prorated annual leave per month of service.
- All medical leave must be supported by a medical certificate issued by a government or registered private clinic.

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#### 5. Duties & Responsibilities

You shall carry out your duties and responsibilities as directed by the Management, and perform them to the best of your ability in line with company policies and procedures.

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#### 6. Termination

Either party may terminate this contract by giving seven (7) days written notice or payment in lieu of notice during the contract period.

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If you accept this offer, please sign and return a copy of this letter as confirmation.

We look forward to welcoming you to Rizq Minds Academy.

**For RizQ Minds Academy**



**Nor Hashibah Binti Muhammad Noor**

**Founder of Rizq Minds Academy**

#### Acknowledgment & Acceptance

I, Mohamad Nasrullah bin Mohd Yasin have read and understood the terms and conditions stated above, and I accept the offer of employment.



Name : Mohamad Nasrullah bin Mohd Yasin

NRIC No. 990621-01-6183

Date : 14/8/2025