

08 March 2024

Private & Confidential

Nor Azwana Binti Abdul Rashid

D12-9, Pangsapuri Seri Nilam,
Jalan Wawasan 3/8,
Bandar Baru Ampang,
68000 Ampang, Selangor.

Dear Cik Nor Azwana,

APPOINTMENT AS SALES MANAGER AT ATTANA HOTELS & RESORTS SDN. BHD. (AHR)

We are pleased to offer you the position of **Sales Manager (Grade A4)** with a salary of [REDACTED] per month with effect from **02 May 2024** on the following terms and conditions:-

(a) Reporting To

Group Head, Corporate Strategy & Business Development
Attana Hotels & Resorts Sdn. Bhd. ("Company")

(b) Place of Work

Lot 4.1 Level 4 PNB Perdana Commercial Centre
10 Jalan Binjai 50450 Kuala Lumpur
Tel. No.: 03-7490 3976

(c) Working Hours

You are required to work 45 hours per week. As a guide, the normal working hours observed are as follow:

Office Hours : From 9.00 am to 6.00 pm (Monday to Friday)

However, the management reserves the right to change the working hours based on the requirement of Company's business operations.

(d) Medical Examination

This offer of employment is subject to you being certified as medically fit by the appointed doctors or panel doctors by the Company.



SITI ZARINAH MOHAMAD
HUMAN RESOURCE MANAGER
PERDANA KUALA LUMPUR CITY CENTRE

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(e) Transfer/Relocation/Assignment

The Company reserves the right to relocate you into any other companies within the Group or reassign you to any other positions deemed fit within the Group.

(f) Administrative and Work Rules

All administrative and work rules enforced by the Company will apply.

(g) Resignation/Termination

Either party may give the notice or pay in lieu of notice to terminate the contract of employment as the followings:

During probation : 1 month
Upon confirmation : 2 months

(h) Other Terms and Conditions

Notwithstanding the above terms, all other specific terms and conditions of employment are in accordance to the general policy and procedures of the Company.

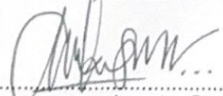
Please indicate your acceptance of the terms and conditions by signing and returning the copy of this letter to us within seven (7) days of receipt of this letter.

Thank you.

Yours faithfully,
ATTANA HOTELS & RESORTS SDN. BHD.


HASNI YUSOFF
Chief Operating Officer

I confirm my acceptance of the contract terms and conditions set forth and I shall report for duty on 2/5/2024


Name: NOR AZWANA BINTI ABDUL RASHID

11/3/24
Date

I/C No.: 880223-10-5706