

Date	15/11/2025	PRIVATE & CONFIDENTIAL
Name	EZAM BIN NORHADI	
Address	NO 3 JALAN PERMATA 4 TAMAN PERMATA 81200 JOHOR BAHRU JOHOR	
Outlet	OTK SENAI INTERNATIONAL AIRPORT	
Position	SUPERVISOR (Grade S02)	
Joined Date	19/1/2025	

LETTER OF APPOINTMENT

We are pleased to offer you employment as SUPERVISOR with the terms and conditions below:

1. DUTIES AND RESPONSIBILITIES

During your employment, you are required to abide by the terms and conditions of employment and its rules and regulations of the Company. You are required to perform your duties as per your job description and any other assignment/project which assigned to you by your superior.

2. REMUNERATION

Your commencing basic salary will be RM1,900.00 per month. Your salary will be paid by banking into your bank account.

3. WORKING HOURS

You shall be required to work minimum of 45 hours on six day work week basis. The working hours, schedules and rest days for the outlet employees will be arranged and determined by the Outlet Head on a roster basis in accordance with the Company's operational policies.

The Company reserves the right to change the working hours and/or introduce shift work if it is deemed necessary or applicable.

4. OVERTIME WORK

Overtime work shall be performed only at the request of the Company. It is urged that no employees shall unnecessarily refuse to perform overtime when scheduled to do so. For any overtime performed, the Company shall make payment according to the rates specified in the current labour laws.

5. PROBATION PERIOD

You are required to serve a probationary period of 3 months. Your probation period may at the sole discretion of the management be extended for a further period of 3 months or a longer period or your contract of service may be terminated, as deemed necessary.

The employee shall not be deemed to be confirmed in his/her position unless a written letter of confirmation is issued to him/her by the Company.

6. TERMINATION OF EMPLOYMENT

Notice Period

(a) During the initial or extended probation period, your contract of services may be terminated by either party by giving a written notice of 1 month or 1 month salary in lieu of notice. Upon confirmation, the aforesaid notice by either party shall be one month or one month's salary in lieu of such notice.

The Company may terminate your employment forthwith without notice in the event of willful neglect, fraud, misconduct, misappropriation of Company's funds or breach of any express or implied terms of employment or refusal on your part to comply with lawful instructions from the Company.

Requirement To Return Company's Belongings

Should your contract of service be terminated by either party, you shall be required to return all