



Muhammad Isham Bin Abdul Malek - <muhammadishamabdulm@airasia.com>

CONFIRMATION OF TRANSFER : CC MUHAMMAD ISHAM BIN ABDUL MALEK (1040303)

maa_ccd@airasia.com <maa_ccd@airasia.com>

To: Muhammad Isham Abdul Malek - <muhammadishamabdulm@airasia.com>

Cc: maa_ccd <maa_ccd@airasia.com>

Dear Isham,

This email serves as the confirmation of your transfer to **JHB** effective **Friday, 01 January 2024**.

As per the Company policy, you shall be entitled to the following benefits upon transfer to a new location:-

1. Company will pay the staff relocation allowance of USD550 (according to current exchange rate) as a one-time payment. *(Not applicable if transfer back to home within a twelve (12) months period. In the event that you will be transferred back to KUL or other hubs (upon your request) in less than twelve (12) months period, allowance accordingly).*
2. Company shall provide the first thirty (30) days of accommodation. *(Not applicable if transfer back to home within a twelve (12) months period).*
3. Company will provide an additional one (1) staff flight coupon per month for twelve (12) months from the date of relocation for *if transfer back to home within a twelve (12) months period).*
4. Staff is eligible for a return baggage load of 100kg per way.

Should you have any inquiries once you reach your new home, kindly contact **HUB Executive Farouk** who is in charge of **JHB Cabin** happy to assist you in any way. You may contact her at faroukeffendy@airasia.com (011 36036330).

Please acknowledge receipt of this email for our records.

Thank you.

CABIN CREW DEPARTMENT**Airasia Berhad**

RedQ

Jalan Pekeliling 5,

Lapangan Terbang Antarabangsa Kuala Lumpur (klia2)

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