



PRIVATE & CONFIDENTIAL
Our Ref: HR/LO/Jannah/UD

06/09/2024

Nurul Jannah Binti Sulip
Kampung Hilir Beladin, 94950 Pusa Bentong, Sarawak

Dear Jannah,

OFFER OF EMPLOYMENT*

We are pleased to offer you employment with Ground Team Red Sdn Bhd (the "Company").
This offer requires you to abide by the Company's Employee Handbook and all related terms and conditions.

Details of this offer are as follows:

Position	: Guest Services Assistant
Department	: Guest Service
Grade	: Non-Executive Shift
Employment Type	: Fixed-Term Contract (1st October 2024 - 30th September 2025)
Commencement of Employment	: 1st October 2024 Upon which your employment is with Ground Team Red Sdn Bhd only.
Job Reporting	: You will report to the Station Head/ Duty Manager or his designate.
Base / Location	: Johor Bharu Station (JHB) station or any other location as required.
Monthly Condition Basic Salary	: Ringgit Malaysia One Thousand and Eight Hundred (RM 1800.00) only.
Monthly Allowance	: Entitlement is subject to your Head of Department based on your departmental policy and at the Company's discretion.
Pre-Condition of Employment	: This offer is subject to you passing our Background Screening and Medical Examination
Probation Period	: Six (6) Months The above may be extended if you have not demonstrated suitability and fitness for the appointment. Confirmation of Appointment is through written confirmation only; without which your service remains under probation.
Working Hours	: Shift basis and in accordance with your prescribed work schedule
Termination of Employment	: During your Probation Period, fourteen (14) Days written notice has to be given by yourself or the Company. After Confirmation, one (1) Month written notice has to be given by yourself or the Company. The above does not apply to employees who are dismissed due to grounds of misconduct, poor performance, absent from work for more than two (2) consecutive days without prior leave, breach of contract, or frustration of contract. Your contract of employment will terminate on 1st October 2024. Any further extension thereon will be at the sole discretion of the Company and if there is no notification of any further extension at your contract, your last date of service will be on 30th September 2025.
Training & Work Accessories	: The Company will provide you work accessories and may sponsor you to attend training programs. In the event you leave employment under the following circumstances, you are required to reimburse the company for the cost of training programs and cost of work accessories in accordance to the following terms: (i) If you cease employment before you complete your probation period, you have to pay the total cost of training and accessories as indicated in Appendix 1 ; and, (ii) If you cease employment after you have completed the probation period, you have to pay fifty percent [50%] of the total cost of training and accessories as indicated in Appendix 1 ;
Duty Travel	: You will travel as per the Company requirement.
Transfers, Relocation & Assignments	: The Company can transfer, relocate, or reassign you to any other position within the Ground Team Red group of companies.
Annual Leave	: Please refer to the Employee Handbook.
Medical Information	: Acceptance of this offer implies you give consent for the Company to request for your medical information at any time during employment from the medical practitioner treating you.

GROUND TEAM RED SDN. BHD
Lot PT26, Jalan KLIA S3,
64000 KLIA, Selangor Darul Ehsan

Co. Reg. No.800730-V

