



# COLORFULWALL FURNISHING (M) SDN BHD

( Co. No. 743555-K )

NO. 12, Jalan Taming 5, Kawasan Perusahaan Taming Jaya, 43300 Seri Kembangan, Selangor Darul Ehsan.

Tel/Fax : 03-8964 9733 Email : colorfulwall83@yahoo.com

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Date : 12<sup>th</sup> June 2024

Ref No. :

Name : TITIN WULANDARI

Passport No.: AU075164

Nationality : INDONESIA

Dear Sir,

## **RE : APPOINTMENT LETTER FOR GENERAL WORKER**

We, Colorfulwall Furnishing (M) Sdn Bhd ( Company Reg. No. 743555-K ), ( The Company ) are please to appoint you as General Worker.

The terms and condition are as follows:-

### **DUTIES AND RESPONSIBILITIES**

You shall faithfully and diligently serve the company and carry out the duties and responsibilities of your position and such duties and responsibilities as directed by the Directors or any of their duly authorized Officers of the company. You shall exercise all reasonable skill, care and diligence in the discharge of your duties.

### **SALARY & ALLOWANCE**

Your commencing all in salary shall be RM 1,500 per month

### **PROBATION PERIOD**

You are required to serve a probationary period of three months during which either you or the Company may terminate this employment by 7 days with written notice or payment of 7 days salary in lieu of notice.

### **ANNUAL LEAVE**

The employee shall be entitled to a paid holiday for an aggregate period of 14 working days per annum. The pro-rata will be entitled if the contract of employment is less than one year. An additional 1 day for each subsequent year of service, Maximum 22 days.

### **SICK LEAVE**

A maximum of RM 30.00 medical fees with certificate can be claimed from company, Sick leave without certificate will be counted as unpaid leave.

### **WORKING HOURS**

Monday- Saturday - 8.30 am to 17.30 pm

### **OVERTIME CLAIM**

-1.5 on following Hours.

-2 on Public Holiday or Sunday.

**ANNUAL BONUS**

The annual bonus could be minimum one month bonus and Air ticket base on your performance after working 12 complete months.

**COMMENCEMENT OF CONTRACT**

You will be required to commence duties on 15<sup>th</sup> August 2023.

We look forward to welcoming you and trust that your association with us will be a happy and successful one.

If you are agreeable to the above, would you please sign the duplicate copy of this letter in confirmation of your understanding and acceptance of the foregoing terms and conditions of your employment and return together with two (2) passport size photographs and photocopy of your passport ( whole set ) for our reference.

Yours truly,

**Colorfulwall Furnishing (M) Sdn Bhd**



Hasaniah binti Othman  
Managing Director

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I , **TITIN WULANDARI** ( Passport No.: **AU075164** ) hereby accept the above offer with terms and conditions stated therein and will commence work on 1<sup>st</sup> September 2023.

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Name : **TITIN WULANDARI**  
Date : 12 / 06 / 2024