



22 December 2017

Ms Joanne Khoo Rou Yan
31C-22-03 Lorong Pekaka 1
Sungai Dua
11700 Gelugor
Pulau Pinang

Dear Ms Khoo

OFFER OF EMPLOYMENT

We are pleased to offer you the following permanent position with Penang Global Tourism Sdn Bhd (the Organisation) with the terms and conditions stipulated herein:

1. **Position** : Tourism Executive
2. **Effective Date** : 1 January 2018
3. **Monthly Salary** : RM3,150.00 (Ringgit Malaysia: Three Thousand One Hundred and Fifty Only)
 - 3.1 The salary is based on a scale, which has been established by the Organisation and is being implemented during the period. The Organisation has the right to review the salary scale from time to time based on the discretion of the Organisation. The salary review will be based on your work performance and that of the Organisation.
 - 3.2 Payment of allowance is at the discretion of the Organisation and subject to the policy of the Organisation from time to time. The Organisation has the right to increase, decrease, change, and replace or retract any allowance at any given time.
 - 3.3 The Organisation can consider the payment of allowance to you if the Organisation achieves good performance. The payment is based on the prestige of your work as well as the quality of work as achieved by you.
4. **Employees Provident Fund (EPF) and SOCSO**

Statutory deductions for Employees Provident Fund (EPF) and SOCSO shall be in accordance with the rates as per current law.
5. **Terms of Service and Facilities**

You are subjected to the terms of service and facilities that are implemented and adopted by the Organisation.