



Company Logo

**Virtual Genics**

1-18-15,  
Suntech CyberCity  
Pulau Pinang, Malaysia  
Tel: +604-6677889  
Email:  
hr@virtualgenics.com

**PRIVATE & CONFIDENTIAL**

Date: 22th April 2021

**Chong Wen Yaw**

Tel: +60 17-420 9999

Email: [REDACTED]

**Appointment As Content Writer**

We are pleased to offer you the position of Content Writer with Virtual Genics and your place of work will be at Penang, on the following terms and conditions:

**Commencement and wages:**

Your employment shall commence on 2021-06-07 under the department Sales & Digital Marketing. For the avoidance of doubt, you are required to report to Y May. Your basic salary will be MYR 4000 per month.

Annual Leave : Starting here was the benefits package assigned to the candidate during preparation of offer letter preparation.  
15 days

**Bonus or Commission Potential :**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors.

Your target bonus will be equal to 20% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within 1 months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

**Working Hour :**

Mon : 08:00 - 17:00

Tue : 08:00 - 17:00

Wed : 08:00 - 17:00

Thu : 08:00 - 17:00

Fri : 08:00 - 17:00

**Allowance :**

RM100

**Terminate Conditions :**

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.

The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

**Employment Relationship :**

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

**Salary :**

The Company will pay you a starting salary at the rate of RM4000 per year, payable in accordance with the Company's standard payroll schedule, beginning 1 May 2021 and you will receive your first paycheck on 1 June 2021. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

**Privacy Agreement :**

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

**Conflict of Interest policy :**

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Yours faithfully,

Yoon May Chin  
Manager

*This document is computer generated. No signature is required.*

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I, Chong Wen Yaw, I.C. No: 900103085642 hereby accepted the above terms and conditions of employment and will be able to commence duty on the said date

Signature

.....

Date

Starting from here is the Appendix



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## **2021 Public Holiday**

Date	Day	Holiday	No of Day
1-Jan-2021	Fri	New Year 2021	1
28-Jan-2021	Thu	Thaipusam	1
11-Feb-2021	Thu	Chinese New Year Eve (applicable to Chinese only)	1
12-Feb-2021	Fri	Chinese New Year Day 1	1
13-Feb-2021	Sat	Chinese New Year Day 2	0.5
1-May-2021	Sat	Labor Day	0.5
12-May-2021	Wed	Hari Raya Puasa Eve (applicable to Muslim only)	1
13-May-2021	Thu	Hari Raya Puasa Day 1	1
14-May-2021	Fri	Hari Raya Puasa Day 2	1
26-May-2021	Wed	Wesak Day	1
7-Jun-2021	Mon	Birthday of SPB Yang Di-Pertuan Agong	1
10-Jul-2021	Sat	Birthday of Yang Di-Pertua of Penang	0.5
20-Jul-2021	Tue	Hari Raya Haji	1
10-Aug-2021	Tue	Awal Muharam	1
31-Aug-2021	Tue	National Day	1
16-Sep-2021	Tue	Malaysia Day	1
19-Oct-2021	Tue	The Prophet Muhammad's Birthday	1
3-Nov-2021	Wed	Deepavali (applicable to Indian only)	1
4-Nov-2021	Thu	Deepavali	1
25-Dec-2021	Sat	Christmas Day	0.5