

**PRIVATE & CONFIDENTIAL**

25<sup>th</sup> August 2021

**MUHAMMAD FAKHRULRADZI BIN RAZALI**  
**BATU 19 1/2, KAMPUNG KELUBI, 77000**  
**JASIN, MELAKA**

Dear Muhammad Fakrulradzi,

**RE : INTERNSHIP AGREEMENT LETTER**

We are pleased to offer you an Internship Training Programme as a **Trainee** under **Operation Department** with Ledco Professional Sdn Bhd.

The following terms and conditions as per below:-

**1. Commencement Of Internship Programme**

The commencement date is 13 September 2021 - 25 February 2022.

**2. Internship Allowance**

Fixed Allowance: RM 300.00 (Ringgit Malaysia: Three Hundred)

***Company has the right to cease or change the amount of the performance allowances at any time as company discretion with prior notice (depend on your monthly performance).***

During the talent Internship Programme, you are not eligible for Statutory payment deduction (EPF, SOCSO and EIS).

**3. Working Hours**

You are required to work 6 days a week, 9 hours a day as per the Training duty roster. The working hours are subject to change from time to time at the discretion of the Company based on the training schedule.

**4. Lunch Hours**

You are provided 1 hour lunch break excluding from your normal working hours.

**5. Termination**

During your internship program, either party can terminate this agreement by giving Two (2) weeks notice written liability in the event of poor attendance, poor performance, insubordination or the violation of company rules and regulations.

**6. Confidentiality**

You shall not during your training program or after cessation from the training programme, disclose any information which you acquire during the training, to any person, unless by with the company.

**7. Company rules and practices**

During your internship training programme with the company, you are under an obligation to comply with the company rules and regulations, practices, either expressed or implied for the time being force.

**8. Benefits**

During your internship Training Programme, you are not entitled for any benefits from the company.

All other terms & conditions not stipulated herein shall follow the guidelines of Handbook "Ledco Professional Sdn Bhd".

Kindly indicate your acceptance of the above terms and conditions by signing and returning the duplicate of this agreement to us.

Yours faithfully,

**LEDKO PROFESSIONAL SON BHD**



.....  
**DR KHALED HAMMAM**

Chief Executive Officer

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**ACCEPTANCE**

I, .....Muhammad Fakhru Radzi bin Razali....., NRIC NO .....011022-04-0585..... accept without reservation the terms and conditions contained in this letter constituting employment with **Ledco Professional Sdn. Bhd.**

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*Radzi*

Signature :

Date : 31<sup>st</sup> August 2021