

Offer Letter

Sarah Lim
22, Lorong Lembah 2, Taman Happy, 11600 Penang

Dated: **June 17, 2025**

Dear **Sarah**,

We are pleased to confirm that (**FuturePath Solutions Sdn. Bhd.**) would like to formally offer you the position of **Marketing Assistant Intern**, subject to the following conditions:

- a) Receipt of two satisfactory references based on the information you have provided.
- b) Completion and return of the pre-employment form (enclosed).
- c) Verification of academic qualifications (original certificates).
- d) Satisfactory background screening results, if applicable.
- e) Proof of eligibility to work in Malaysia (e.g., NRIC/passport/valid work permit).
- f) Valid Malaysian driving licence (if relevant to the role).

On your first day, kindly bring along your NRIC/passport and original supporting documents for verification. These will be copied for our records.

You will be based at one of our office locations, as advised by the Company.

Your starting salary will be RM **1100** per month, payable via **Maybank** on the 1st day of each month. [This position does not come with performance or contractual bonuses unless otherwise stated.]

Your working hours will be 48 hours per week. [Specify shift schedule here if applicable.]

[If applicable: You will be enrolled in the Employees Provident Fund (EPF) and SOCSO in accordance with statutory requirements.]

The full terms and conditions of your employment are outlined in the attached Terms and Conditions of Employment. Together with this Offer Letter, they form your contract of employment.

Please sign and date both copies of this Offer Letter and the enclosed Terms and Conditions of Employment to indicate your acceptance. Kindly return one signed copy of each to us and retain the other for your records.

Kindly confirm your availability and preferred start date when replying to this offer. Please also inform us of any medical conditions, allergies, or special requirements so that appropriate arrangements can be considered.

If you have any questions regarding this offer, please feel free to reach out. We are happy to assist you.

We look forward to your response and to welcoming you to (**FuturePath Solutions Sdn. Bhd.**).

Yours sincerely

Kris Wan
Global HR Manager

I accept the employment terms set out in this Offer Letter (and the enclosed Terms and Conditions of Employment.)

Signed:.....

Full Name of Employee:.....

Dated:.....

Encl.