

3<sup>rd</sup> July 2023

Name: **Johnny Tan Kai Sheng**  
IC No: **030321-07-0411**

Dear Mr. Tan,

**Offer of Internship**

*We are delighted to offer you temporary internship with the following terms and conditions:-*

- **POSITION**  
Web Developer
- **COMMENCEMENT OF EMPLOYMENT**  
07 JUL 2023 (- 27 OCT 2023)
- **ALLOWANCE**  
Your allowance is RM600.00 per month..
- **EPF**  
There will be no contribution by either parties to EPF as this is strictly a temporary internship.
- **SICK LEAVE**  
There will be no paid sick leave during the internship.
- **ANNUAL LEAVE**  
There will be no paid annual leave during the internship.
- **PUBLIC HOLIDAYS**  
Public holidays that are gazetted for Kuala Lumpur by our Government are observed.
- **TERMINATION OF SERVICE**  
Party must give 2 week's notice or pay in lieu of notice.
- **RESPONSIBILITIES**  
You will be required to carry out duties and job functions as you may be instructed from time to time by the Company or a person acting on behalf of the Company. You may be subjected to transfer to any section, department, location subsidiary, or joint venture at the discretion of the Company.
- **WORKING HOURS**  
Monday to Friday: 8:30 am to 5:30 pm.  
Working mode: Monday- work from home, Tuesday to Friday- work at office

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time. During your service, it is necessary that you conduct yourself in a manner that does credit to the company and yourself.

We hope to provide you with a challenging and rewarding career ensuring a high level of job learning and ample opportunities for future career development.

Please return the duplicate copy of this letter duly signed as an acceptance of our offer of appointment.

I extend a warm welcome to you and wish you all the best for a successful career.

Thank you.  
Yours faithfully,

**Orangesoft Sdn Bhd**



---

Karven Tan  
Chief Executive Officer

---

I, **Johnny Tan Kai Sheng (I/C No: 030321-07-0411)**, hereby agree to accept the internship offer on the above terms and conditions stated:-



---

Full Name: JOHNNY TAN KAI SHENG  
Date: 4 JULY 2023

Emergency Contact :  
Name : CHU LEE LING  
Relationship : Mother  
Contact: 017-500-9165