



# KUCHING METHODIST CARE CENTRE

## 古晋卫理关怀中心

227&229, Lorong 5J, Jalan Lapangan Terbang, 93250 Kuching.

Tel: 082-546837 / WhatsApp: 016-6790836

Email: kchmethodistcare@gmail.com

1<sup>st</sup> March 2022

Ms. \_\_\_\_\_ ,

Dear \_\_\_\_\_,

Re: Appointment as the teacher at Kuching Methodist Care Centre

I am directed to offer you an appointment at our centre in Kuching with effect from the \_\_\_\_\_ under the probation period of three months.

Your salary will be RM\_\_\_\_\_ per month with monthly living allowance of **RM200**. The working hours are Monday to Friday, 8.00 am to 12.00 pm and 1.00 pm to 5.00 pm.

Attached is a copy of your job description and the terms and conditions of the centre. I would also like to take this opportunity to welcome you to our team.

Thank you.

Yours faithfully,

Ling Sii Ying  
Supervisor

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Dear Ms. Ling,

I accepted employment with the Kuching Methodist Care Centre and agree to abide the terms and conditions of the centre.

Thank you.

Yours faithfully,

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Name :  
I.C. No :  
Date :