To: (name of employee)
     (address)

Date:_____

Dear _____,

Letter of Appointment

We are glad to offer you the post of (teacher / principal) in our kindergarten, with effect from (date) on the following conditions:

1. Basic contract
   1(a) That you possess at least a recognised diploma in ECE;
   1(b) The service contract is for a year, from 1st of January to 31st December in the current year.
   1(c) We reserve the right to extend your service or otherwise and shall notify you a month before this contract expires.

2. Duties
   2(a) The principal is to report to the Board of Management. He/She should actively promote the culture of learning in kindergarten.
   2(b) The Teacher is to report to the principal and be sensitive to parents 'expectation. He/She should diligently carry out the duties assigned by the principal.
   2(c) To make good use of the given authority and teach the children diligently, helping them to like learning and to grow happily.
   2(d) To refrain from any activity in the kindergarten linking to politics.
   2(e) To participate in church programs, e.g. worship, fellowship, Sunday school or choir.

3. Working hours
   3(a) Normal working hours are from 7am to 12pm, Monday to Friday.
   3(b) Where necessary, the principal may direct additional working hours, subject to overtime pay.

4. Salary
   4(a) Your hourly wage is RM_____ (subject to minimum wage laid down by Labour Law) and your monthly salary is therefore
   RM_____ x 5 hours x _____ working days = _____
   4(b) You will be given a bonus of RM_____.
   4(c) Salary will be paid at the end of each month.
   4(d) There will be no salary deduction for public holidays or school holidays.
   4(e) In addition, you will be given following allowances:
        I. _____
        II. _____
        III. _____
   4(f) The employer and employee will contribute to EPF and Socso accordingly.