

<Letterhead>

**Date**

**Name as per IC/Passport**

**IC/Passport No.**

### **EMPLOYMENT CONTRACT**

<Company Name> is extremely pleased to offer you the position of <position name> in our Company.

You will be reporting to <Manager Designation> , <Manager Name>.

Your salary will be RM xxx. xxx (Ringgit Malaysia xxx Only) per month commencing on <Join Date>.

This offer is conditional upon you producing satisfactory references from your previous employers.

#### **Place of Work**

<Company Address>

#### **Normal Working Times**

The normal working days and hours will be <day> to <day>, <time> to <time> and flexible working hours can be arranged upon request.

The nature of our business may require us to vary the normal operating hours, so it is likely that you will be required to work additional hours.

#### **Scope of Work**

You will be expected to carry out to the best of your abilities any legitimate work to help <Company Name> or its related companies to conduct business.

#### **Probationary Period**

You will undergo a xx-months probationary period during which your performance will be assessed.

#### **Employees Provident Fund and/or SOCSO**

We shall each make the requisite minimum contributions to the Employees Provident Fund and/or SOCSO or any other lawful deductions in accordance with the statutory requirements.

#### **Quarterly Bonus**

You will be expected to receive a quarterly bonus as a confirmed staff. However, it will be ENTIRELY discretionary, but will broadly be based both on your performance and the performance of <Company Name> and its related companies.

#### **Leave Benefits**

You will be entitled to xx working days of paid leave during the Term in addition to the paid holidays based on the gazetted Public Holidays of the Federal Government and State Governments where your permanent work location is situated. Any vacation days must be agreed by your manager. These increase with each year served.

#### **Sick Leave**

Your paid sick leave entitlement is subject to the presentation of a medical certificate issued by a registered medical practitioner within 24 hours upon your return to work and to the provisions of the Employment Act 1955.

<Letterhead>

Use of Personal Vehicle

You are expected to drive to work with your own car every work day. During working hours, and outside working hours, you will be expected to use your car to carry out various duties. For this you will receive compensation of RM0.60 per kilometer plus any toll costs and parking costs. This compensation may be replaced by an alternative compensation scheme where your compensation for your car use would be a fixed amount every month.

Annual Review

At every anniversary of your start date with <Company Name> your pay will be reviewed depending on your performance.

Conflicts of Interest

You must strictly not venture into any kind of activities that may be in conflict with our interests. You will strictly need to get our prior approval before assuming other employment or business opportunities for financial gain whilst within our employment.

Statutory Enactment

For your information, the contents of these terms & conditions are subject to the provisions of all relevant statutory enactments affecting your employment with us currently in force or from time to time introduced or modified. Should there be any discrepancy between the contents of these Terms & Conditions and the provisions of the statutory enactments, the provisions of the statutory enactments shall prevail.

Ending the Employment Contract

During probation - your employment may be ended by <Company Name> serving xx weeks' notice in writing or by yourself by serving xx months' notice in writing.

After confirmation - your employment may be ended at any time by either <Company Name> or yourself by serving on the other xx months' notice in writing or xx months' salary in lieu thereof.

Before leaving the company, all files (hardcopy or electronic) will have to be handed over to your manager.

Confidentiality Information

It is required that all dealings and matters related to our business and operations are maintained in strict confidence. They shall be treated as our trade secrets and you are not to disclose any of them to any unauthorized party.

Further, the details of this contract or your bonus are not to be revealed to anyone else in the Company except your other managers (if later on you have other managers). Any such disclosure of the terms of this contract or your bonus will result in termination.

Signed & Dated:

Agreed & Accepted By:

Name  
Designation  
Date

Name  
IC/Passport No  
Date