

[To be put on Company Letterhead]

Date:

PRIVATE & CONFIDENTIAL

[Name of New Employee]

[Address]

Dear [Name],

APPOINTMENT AS [Designation]

We are pleased to employ you for the position as **[Designation]** at a salary of Ringgit Malaysia **[Amount in Words]** only [(RM[x,xxx.00] only)] per month. Your employment will commence on **[commencement date]**, 2017.

You are required to undergo probation of three (3) to six (6) months (subject to extension at our discretion). During the probation period, either party may terminate the employment by giving one (1) month notice. On confirmation, two (2) month's written notice will be required to terminate this contract with such notice to be given on the first day of a calendar month.

Normal office hours are from 8.30 a.m. to 5.30 p.m. on Mondays to Fridays with an hour lunch break.

Upon your confirmation, you will be entitled to **[no. of days - generally 8 to 16]** days annual leave for every twelve (12) months of service subject to the approval of the management to the days you are entitled to take such leave. You are also entitled to light medical treatment from a doctor from the firm's panel of doctors. The firm may from time to time issue policies and instructions on various aspects of your employment.

[Insert any other Terms & Conditions here]

You will understand that any information encountered during the course of performance of your duties with the Company has to be treated as confidential. Therefore any disclosure of such information to outside parties without the prior approval of your superiors will be a serious breach of duty. In such circumstances you are liable to immediate dismissal. Further, you shall not after termination of your employment divulge or allow to be divulged to any person any confidential information relating to the firm or the firm's clients obtained by you.

The above outline some of the specific conditions of employment. General conditions of employment are as practised in the office and/or contained in our office staff manual.

If you accept our offer of employment, kindly sign the duplicate copy of this letter and return the same to us.

Yours faithfully

for [Company Name]

[Name of Director]

Director

ACCEPTANCE

I, _____, NRIC No. _____, hereby understand and accept the above terms and conditions of my appointment.

.....
(Signature)

.....
(Date)