**Appointment Letter**

**{{employerName}}**

**Date:** [Insert Date]

**To:**  
**{{employeeName}}**

Dear **{{employeeName}}** ,

We are pleased to inform you that you have been selected for the position of **{{position}}** at **{{employerName}}** . This letter serves as an official appointment contract for your employment with us.

The terms of your employment are as follows:

**1. Position**

Your position will be **{{position}}** . You will report directly to the [Supervisor/Manager/Department].

**2. Commencement Date**

Your employment will begin on **{{startDate}}** .

**3. Place of Work**

You will be based at [Company's Address] or any other location as directed by the company in the course of your duties.

**4. Salary**

Your basic monthly salary will be **RM {{salary}}** . This salary will be paid on a monthly basis, by the end of each month, subject to deductions as required by law.

**5. Duties and Responsibilities**

You are expected to perform the duties and responsibilities assigned to you with due diligence and to the best of your abilities. The specific duties will be outlined in your job description and may be updated as needed by the company.

**6. Working Hours**

Your normal working hours will be from **[Working Hours]**, Monday to Friday, with a one-hour break for lunch. Additional hours may be required based on the needs of the company.

**7. Leave Entitlement**

You are entitled to annual leave, sick leave, and public holidays as per the company's policies and the Labour Law of Malaysia.

**8. Termination of Employment**

Either party may terminate this agreement by giving [Notice Period, e.g., one month's notice] or payment in lieu of notice. The company may terminate this agreement immediately under certain conditions, such as gross misconduct.

**9. Confidentiality and Non-Compete**

You are expected to maintain confidentiality regarding all matters pertaining to the company’s business, clients, and operations. A separate Non-Disclosure Agreement (NDA) and Non-Compete Agreement will be signed if applicable.

**10. Other Terms**

Any other terms and conditions, such as benefits, bonuses, and insurance coverage, will be outlined in a separate agreement or company policy.

Please signify your acceptance of the above terms by signing and returning the attached copy of this letter.

We look forward to having you as part of the team and wish you success in your new role.

Yours sincerely,