

ESSENTIAL HR TEMPLATES & SAMPLE LETTERS FOR MALAYSIAN EMPLOYERS:

PART 2

Table of Contents

1. Introduction
2. Samples/Templates:
 - a. Employee Dismissal Form
 - b. Notice of Layoff
 - c. Notice of Demotion
 - d. Notice of Transfer
 - e. Candidate Rejection Letter
 - f. Letter of Recognition
 - g. Annual Bonus Letter
 - h. Internship Offer Letter
 - i. Internship Application Form
3. Welcome to altHR

Running a business in Malaysia involves more than meets the eye: managing employees on a daily basis can be tedious, especially when it comes to the paperwork required for administrative tasks.

Documentation is essential for things such as hiring new employees, salary increases, appraisals, and even internships. Without these documents, companies risk spending more resources on administrative tasks and legal processes.

As such, we've previously compiled a collection of useful HR templates and sample letters — **[click here to download this for FREE.](#)**

Due to the immense popularity of our previous collection, we've worked to expand our comprehensive range of sample memos, letters, and templates. These will be adaptable to different areas of your business, saving you time and resources. Even better, they're formatted in a way that allows you to adapt them to your company's specific requirements.

Our goal here is to support your company's efficiency, compliance, and legal integrity, all while helping you retain the talent you need. And by using these HR templates, you can streamline your documentation process and focus on the growth and success of your business.

Improve your daily workflow, strengthen your administrative framework, and empower your team in an environment of clarity, consistency, and compliance.

Disclaimer: *These templates are provided as guides only. Please consult a professional should you require legally accurate copy for your documentation.*

[COMPANY NAME AND LETTERHEAD]

EMPLOYEE DISMISSAL FORM (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

TERMINATION OF EMPLOYMENT

I regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made following careful consideration and review of your performance and conduct, and it is in accordance with [Company Name]'s policies and procedures.

Reason for Termination:

[Provide a clear and concise explanation for the termination, including any relevant details regarding performance issues, misconduct, policy violations, or any other relevant factors that led to the decision.]

Notice Period and Final Day of Employment:

You will be provided with [number of days] notice, starting from the date of this letter.

During this notice period, you are expected to fulfill your regular job responsibilities and cooperate with the transition process. Your final day of employment with [Company Name] will be [final employment date], at which time you will be relieved of all duties and responsibilities associated with your position.

Final Payments and Benefits:

You will receive all payments due to you up until your final day of employment, including any remaining salary, accrued vacation time, or other applicable entitlements as per [Company Name]'s policies. Further communication will be delivered to you outlining the details of your final paycheck and any outstanding benefits owed to you, if applicable.

Return of Company Property:

Prior to your departure, you are required to return all company property, including but not limited to keys, access cards, laptops, mobile devices, uniforms, and any other items issued to you during the course of your employment.

If necessary, please arrange a meeting with relevant HR personnel for the return of these items.

Confidentiality and Non-Disclosure Obligations (If Applicable):

Even after the termination of your employment, you are still bound by the confidentiality and non-disclosure obligations outlined in your employment contract and [Company Name]'s policies. This includes any proprietary or sensitive information, trade secrets, customer data, or other confidential materials you have had access to during your employment. We expect you to continue to respect and uphold these obligations.

Access to Company Systems and Information:

As of your final day of employment, your access to [Company Name]'s systems, databases, and any other confidential information will be revoked. Please ensure that you have saved any personal data or documents you may need before this date, as you will no longer have access to them.

Exit Interview:

We would appreciate your participation in an exit interview, which will be conducted by a representative from the HR department. This will provide you with an opportunity to share any feedback, concerns, or suggestions regarding your experience with [Company Name]. Your feedback is valuable to us and will be treated confidentially.

We understand that this news may come as a disappointment, and we regret any inconvenience caused. Should you have any questions or require clarification regarding the termination process, final payments, or any other related matters, please do not hesitate to contact [HR representative's name] in the HR department.

We would like to take this opportunity to thank you for your contributions during your time with [Company Name], and we wish you the best in your future endeavors.

Sincerely,

.....
[Signature]
[Name of Director/Manager]
[Full title of Director/Manager]
[Company name]

[COMPANY NAME AND LETTERHEAD]

NOTICE OF LAYOFF (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

NOTICE OF LAYOFF

I regret to inform you that your position with [Company Name] has been affected by a workforce reduction due to [provide a succinct but detailed explanation of the reasons for the layoff].

As such, it is with regret that we must inform you that your employment with [Company Name] will be terminated effective [termination date].

Please note that this decision was not made lightly, and it is in no way a reflection of your performance or dedication to your role. On the contrary, the decision made was purely a result of the current business environment and represents one of the necessary steps the company has taken to ensure its long-term sustainability.

Notice Period and Final Day of Employment:

You will be provided with [number of days] notice, starting from the date of this letter.

During this notice period, you are expected to fulfill your regular job responsibilities and cooperate with the transition process. Your final day of employment with [Company Name] will be [final employment date], at which time you will be relieved of all duties and responsibilities associated with your position.

Final Payments and Benefits:

You will receive all payments due to you up until your final day of employment, including any remaining salary, accrued vacation time, or other applicable entitlements as per [Company Name]'s policies. Further communication will be delivered to you outlining the details of your final paycheck and any outstanding benefits owed to you, if applicable.

Return of Company Property:

Prior to your departure, you are required to return all company property, including but not limited to keys, access cards, laptops, mobile devices, uniforms, and any other items issued to you during the course of your employment.

If necessary, please arrange a meeting with relevant HR personnel for the return of these items.

Confidentiality and Non-Disclosure Obligations (If Applicable):

Even after the termination of your employment, you are still bound by the confidentiality and non-disclosure obligations outlined in your employment contract and [Company Name]'s policies. This includes any proprietary or sensitive information, trade secrets, customer data, or other confidential materials you have had access to during your employment. We expect you to continue to respect and uphold these obligations.

Access to Company Systems and Information:

As of your final day of employment, your access to [Company Name]'s systems, databases, and any other confidential information will be revoked. Please ensure that you have saved any personal data or documents you may need before this date, as you will no longer have access to them.

Exit Interview:

We would appreciate your participation in an exit interview, which will be conducted by a representative from the HR department. This will provide you with an opportunity to share any feedback, concerns, or suggestions regarding your experience with [Company Name]. Your feedback is valuable to us and will be treated confidentially.

Assistance with Job Transition:

We understand that a layoff can be a challenging and uncertain time. [Company Name] is committed to supporting you during this transition period. We will provide resources and assistance to help you explore new job opportunities, including job search workshops, resume assistance, and access to career counseling services. Please reach out to [HR representative's name] in the HR department to discuss these support services.

Unemployment Benefits:

You may be eligible to apply for unemployment benefits. We encourage you to contact your local unemployment office or visit their website to determine your eligibility and initiate the application process. If you require any documentation from [Company Name] to support your unemployment claim, please let us know, and we will provide the necessary information.

We understand that this notice may come as a shock, and we sincerely regret any hardship this layoff may cause.

We also wish to express our gratitude for your contributions to [Company Name] during your employment with us, and we wish you the very best in your future endeavors, wherever you may find the opportunity to demonstrate your skills and talents.

Should you have any questions or require further information regarding the layoff process, final payments, benefits, or any other related matters, please do not hesitate to contact [HR representative's name] in the HR department.

Thank you for your understanding and cooperation.

Sincerely,

.....

[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

NOTICE OF DEMOTION (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

NOTICE OF DEMOTION

I am writing to inform you that, after careful consideration and review of your performance and current business needs, a decision has been made to change your position within [Company Name]. Effective [date], you will be reassigned to the position of [new position] with [department].

Reason for Demotion:

[Provide a clear and concise explanation for the demotion, including any relevant details regarding performance issues, disciplinary actions, or other factors that led to the decision.]

As a result of this demotion, your responsibilities will be revised to align with the requirements of the [new position]. Attached to this letter, you will find a detailed description of your new role and the expectations associated with it. You will report directly to [Supervisor/Manager's Name].

With the demotion, there will be a corresponding adjustment to your compensation and benefits package. The details of your new salary, benefits, and any other relevant changes will be communicated to you separately by the HR department.

We understand that transitioning to a new role within the organization can be challenging. To facilitate a smooth transition, we will provide support and training as necessary to help you succeed in your new position. We expect you to cooperate fully and proactively engage in any training or onboarding activities required for your new role.

It is important for you to understand that the demotion serves as a clear indication of the company's expectations for improvement. Moving forward, your performance will be closely monitored, and we expect you to demonstrate significant progress and commitment in your new role. We will work with you to establish specific performance goals and provide the necessary support to help you succeed.

While we understand that this news may be challenging to accept, we believe that this change presents an opportunity for growth and development within the company. We value your contributions and remain committed to helping you succeed in your career at [Company Name].

Should you have any questions or require further clarification regarding your demotion, new responsibilities, or any other related matters, please do not hesitate to contact [relevant personnel].

Sincerely,

.....
[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

NOTICE OF TRANSFER (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

NOTICE OF TRANSFER

We hope this letter finds you well. We are writing to inform you of an internal transfer within the company. After careful consideration and discussions with relevant departments, the management has identified a new position that aligns with your skills, qualifications, and career aspirations.

We are pleased to offer you the opportunity to transfer to the [Department] in the capacity of [New Position]. This new role will provide you with fresh challenges, growth opportunities, and a chance to make a meaningful contribution to our organization.

We believe that your experience, knowledge, and dedication have made you a valuable asset to the company, and we strongly believe that you will thrive in the [Department]. The new position is well-suited to your expertise and aligns with your long-term career goals.

Please find below some key details regarding your transfer:

Position: [New Position]

Department: [Department/Team]

Reporting to: [Supervisor/Manager]

Effective Date: [Transfer Date]

Your transfer will entail [describe the responsibilities, objectives, or involved projects]. We are confident that you will bring great value to the [Department] and contribute to its continued success.

We understand that transitioning to a new role may require an adjustment period. We are committed to supporting you throughout this process by providing any necessary training, resources, or guidance to ensure a smooth transition and your success in the new position.

Please note that your current terms and conditions of employment, including compensation and benefits, will remain unchanged. We will work with you and the respective departments to manage the logistics of your transfer, including any necessary paperwork or administrative formalities.

We would like to arrange a meeting to discuss the details of your transfer and answer any questions or concerns you may have. Please contact [Relevant personnel] at [Relevant department] to schedule a convenient time for the meeting.

We congratulate you on this exciting opportunity and look forward to your continued contributions in your new role. Your transfer represents our confidence in your abilities and potential, and we believe it will be a positive step in your career growth within [Company name].

Should you have any questions or require further information, please do not hesitate to reach out to [Relevant personnel] or your current supervisor.

Sincerely,

.....
[Signature]
[Name of Director/Manager]
[Full title of Director/Manager]
[Company name]

[COMPANY NAME AND LETTERHEAD]

CANDIDATE REJECTION LETTER

(SAMPLE)

Date: [Current date]
[Candidate's Name]
[Candidate's Address]
[City, State, ZIP Code]

Dear [Candidate's Name],

Thank you for your interest in the [Name of position] role at [Company Name]. We appreciate the time and effort you dedicated to the application and interview process.

After careful consideration, we regret to inform you that we have chosen not to proceed with your application. While we found your qualifications and experience impressive, we have identified another candidate whose skills and background better align with our current needs.

We genuinely appreciate your interest in joining our team and value the enthusiasm and dedication you demonstrated throughout the process.

And while we encourage you to continue exploring opportunities that match your skills and aspirations, please note that we will retain your application on file, and we hope that you consider applying for other positions within our organization in the future.

Thank you again for considering [Company Name]. We wish you the best of luck in your job search and in your future endeavors.

Sincerely,

.....
[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

LETTER OF RECOGNITION (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

LETTER OF RECOGNITION

I am writing to express my heartfelt appreciation for your exceptional contributions and outstanding performance at [Company Name]. Your dedication, hard work, and achievements have not gone unnoticed.

Since joining our organization, you have consistently demonstrated a commitment to excellence. Your attention to detail, strong work ethic, and willingness to go above and beyond have significantly contributed to our [specific team, objectives, etc].

Your work has been invaluable and has had a profound impact on our success, particularly your achievements in the following:

[List specific accomplishments, initiatives, or skills]

Additionally, your positive attitude, effective communication, and teamwork have fostered a collaborative and supportive work environment.

I want to extend my sincere gratitude and recognition for your exceptional work. Your achievements serve as an inspiration to others and exemplify the core values we hold dear at [Company Name].

Thank you for your dedication and the positive impact you have made. Your continued efforts and contributions are truly appreciated. Congratulations on your well-deserved recognition.

Should you have any questions or require further assistance, please feel free to reach out to me. I look forward to witnessing your ongoing growth and success.

With my utmost appreciation and gratitude,

.....
[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

ANNUAL BONUS LETTER

(SAMPLE)

Date: [Current date]
[Candidate's Name]
[Candidate's Address]
[City, State, ZIP Code]

Dear [Candidate's Name],

ANNUAL BONUS

I am pleased to inform you that you have been awarded an annual bonus in recognition of your exceptional performance and contributions to [Company Name].

Your hard work and dedication have not gone unnoticed, and we are delighted to acknowledge your outstanding efforts.

Based on your performance and the company's overall success, you will receive a bonus of RM[specific amount or percentage] for the fiscal year [year]. This bonus reflects our appreciation for your exceptional work and the significant impact you have made on our team and organization.

This bonus will be disbursed to you within [payment method or time frame]. Please refer to the enclosed document for further details on the payment process.

Should you have any queries or need additional information relevant to this matter, please don't hesitate to contact me or [Representative name] from the HR department.

Once again, congratulations on your success, and we look forward to your continued success in your role.

Sincerely,

.....
[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

INTERNSHIP OFFER LETTER

(SAMPLE)

Date: [Current date]
[Candidate's Name]
[Candidate's Address]
[City, State, ZIP Code]

Dear [Candidate's Name],

INTERNSHIP AT [COMPANY NAME]

We are delighted to offer you an internship opportunity at [Company Name]. Your qualifications, enthusiasm, and potential have impressed us, and we believe you will be a valuable addition to our organization.

Duration: [Start Date] to [End Date]

Compensation: [If applicable]

Working Hours: [Specify the weekly hours or any specific schedule]

As an intern, you will gain hands-on experience, contribute to meaningful projects, and receive mentorship from our team. You will have the opportunity to develop your skills and make a positive impact within your assigned department. Please see below for details.

Scope of Work, Key Responsibilities, and Learning Opportunities:

[List specific tasks, projects, or areas of focus, as well as opportunities for growth/upskilling]

We look forward to welcoming you as an intern at [Company Name], and are excited about the mutual benefits this internship will bring.

Congratulations once again, and thank you for selecting us for this vital part of your academic journey. We anticipate an exciting and rewarding internship experience together.

To accept this offer, please sign and return a copy of the agreement by [Deadline Date]. If you have any questions or need further information, please reach out to [Relevant personnel] at [Contact details].

Sincerely,

.....
[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

[COMPANY NAME AND LETTERHEAD]

INTERNSHIP APPLICATION FORM

(SAMPLE)

PRIVATE & CONFIDENTIAL

PHOTO

Please fill in all sections unless stated otherwise.

1. Personal Information

Full Name:

NRIC/Passport No.:

Date of birth:

Address:

Tel/Mobile:

Nationality: ☐ Malaysian ☐ Others (please specify):

Gender:

Race:

Next of kin:

In the event of an emergency, the company should contact the following individual:

Full Name:

Relationship:

NRIC/Passport No.:

Date of birth:

Address:

Tel/Mobile:

Additional contact (if available):

2. Internship Information

Start Date:

Completion Date:

Preferred Department:

Internship Objectives:

3. Health Information

Are there any existing health conditions you have that the company should be aware of?

☐ No

☐ Yes (please state):

Please list down any medical conditions or allergies that the company should be aware of:

4. Education

Please list down your **primary education** details:

Institution	Course/Level Completed	Year Completed

Please list down any **additional training/certifications** you have attained:

Institution	Course/Level Completed	Year Completed

Please list down your language competencies:

Spoken	Competency (Please circle the most accurate option)			
1.	Excellent	Good	Fair	Poor
2.	Excellent	Good	Fair	Poor
3.	Excellent	Good	Fair	Poor

Written	Competency (Please circle the most accurate option)			
1.	Excellent	Good	Fair	Poor
2.	Excellent	Good	Fair	Poor
3.	Excellent	Good	Fair	Poor

5. Referrals

Please provide the particulars of **at least two individuals, not related to you, who are familiar with your character and qualifications:**

Name	Institution	Relationship	Contact Number
1.			
2.			
3.			

I hereby declare that the information provided above is true, accurate, and complete to the best of my knowledge. I accept that all the information provided can be used as grounds for not hiring me, and that any misrepresentation or omission of pertinent information may be taken into consideration for a withdrawal of an offer or dismissal from employment without prior notification.

I also hereby declare that I consent to the collection and processing of my personal data by [Company name] for the purpose considering my suitability for the position as stated above, and authorize the company to verify any or all of the information provided by me in this document.

Signature: **NRIC Number:** **Date:**

Please note that the personal data in this document will be destroyed in the event the applicant is rejected, or rejects an offer of internship from the company.

Welcome to altHR

In the business world, time is of the essence. We know how important efficiency is when it comes to creating the necessary paperwork for your current and future employees. With the templates provided above, we aim to give your business a significant head start and save you valuable time in the process.

Meanwhile, if you're looking for Version 1 of our HR Templates Collection, **[click here](#)**.

But to truly take your company's HR capabilities to the next level, digitalisation is essential. And as [testified by hundreds of customers](#), altHR is the easiest way to do HR.

Contact one of our experts today to learn how our comprehensive HR super app can future-proof your business. From transforming the onboarding experience for new employees to accurate time tracking, from driving employee engagement to promoting digital wellbeing, our comprehensive range of automated HR solutions are designed to meet your changing needs.

Embrace the digital revolution and unlock the full potential of your business with altHR by clicking [here](#)!