



# THE END-TO-END OF HR TEMPLATES

for Malaysian Employers

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# INTRODUCTION

Running a business certainly involves more than what most can see on the surface. For newer or smaller businesses, the task of managing employees on a day-to-day basis can be extremely tedious, especially with all the significant amount of paper-based documentation required for HR functions across the board.

Like it or not, having the necessary paperwork in place for every task that requires proof of documentation – whether it be onboarding new hires, granting salary increments, or even serving disciplinary notices or performance improvement plans to current staff members – is crucial to running a business from a compliance and legal standpoint.

Without these documents, you run the risk of entering into unwanted legal disputes between your business and staff members – many of whom may have different interpretations of what the stipulated policies entail for both themselves and the company they work for.

In short, neglecting to have things written down in black and white can spell out extra costs and processes that you simply don't want to waste time and money on.

But despite the need for such documents, we understand that formulating them from scratch can be extremely time-consuming, which is why we've compiled a vault of commonly-used HR document templates that you can pick up and utilise right now – for absolutely FREE!

You should keep in mind that the following templates are general in nature to cater to businesses of all sizes, and from all industries, so you might need to make some minor tweaks to best suit the needs of your company.



*This guide should not be considered to be legal advice, and altHR is not liable for any actions taken based on this article.*

# HIRING / ONBOARDING

# EMPLOYMENT APPLICATION FORM

(SAMPLE)

PRIVATE & CONFIDENTIAL

photo

Please fill in all sections unless stated otherwise.

**POSITION APPLIED FOR:**

## 1. Personal Information

Full Name: NRIC/Passport No.:		Date of birth:
Address: Tel/Mobile:		
Nationality: <input type="checkbox"/> Malaysian <input type="checkbox"/> Others (please specify):		
Gender:	Race:	Religion:
EPF No.:	SOCSSO No.:	Income Tax No.:
Bank:	Account Number:	Branch:
Expected salary:		Earliest available date:

## 2. Family Information

Name of Family Member(s)	Relationship	Occupation	Employer

Marital Status:  Single  Married  Divorced  Widowed  
 Number of children (if applicable):

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Particulars of spouse (if applicable):

Full Name: \_\_\_\_\_  
 NRIC/Passport No.: \_\_\_\_\_ | Date of birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel/Mobile: \_\_\_\_\_

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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): \_\_\_\_\_

### 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:

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### 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
4.	Excellent	Good	Fair	Poor
5.	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
4.	Excellent	Good	Fair	Poor
5.	Excellent	Good	Fair	Poor

## 5. Employment History

Please provide the details of your most recent attachment:

Company:		Employment duration:	
Position:		Commissions:	
Basic salary:		Bonuses:	
Allowance:		Other relevant benefits:	
Reason for leaving:			

Please provide details of other previous employments you have had:

Company: Position:	Employment duration:
Basic salary: Allowance: Other relevant benefits:	Commissions: Bonuses:
Reason for leaving:	

Company: Position:	Employment duration:
Basic salary: Allowance: Other relevant benefits:	Commissions: Bonuses:
Reason for leaving:	

## 6. Referrals

Please provide the particulars of individuals you have worked with before:

Name	Company	Working Relationship	Contact Number

*\*Please attach any available recommendation letters from previous attachments along with this form*



Have you ever been convicted of a criminal offence?

No  Yes (please elaborate below):

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 not offered employment, or rejects an offer of employment from the company.*

# EMPLOYEE LETTERS / FORMS

# [COMPANY NAME AND LETTERHEAD]

## LETTER OF PROMOTION (SAMPLE)

Date: [Current date]

PRIVATE & CONFIDENTIAL

[Name of employee]  
[Address]

Dear [Name of employee],

### LETTER OF PROMOTION

In view of your exemplary performance within your role at the company, we are delighted to offer you a promotion from your current designation as [Current designation] to [New designation] effective [Date].

Along with a change of designation, we are also pleased to offer you a salary adjustment from Ringgit Malaysia [Current amount in words] (RM[Current amount in figures]) to Ringgit Malaysia [New amount in words] (RM[New amount in figures]) per month.

All other terms and conditions of your employment as highlighted in your initial Letter of Offer will remain unchanged.

Along with your acceptance of this offer, we hope and expect to see the same consistency and results you have shown in your current position thus far, and that you will continue to display exemplary performances within your new role moving forward.

If you accept this offer of promotion, please sign one copy of this offer letter (to be retained by you) and return a signed copy to the designated human resources representative.

Yours sincerely,

.....

[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

### ACCEPTANCE

I, \_\_\_\_\_, NRIC No. \_\_\_\_\_, hereby accept the offer of promotion of my designation to [Designation] within the company, along with the change to my salary as stated above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# [COMPANY NAME AND LETTERHEAD]

## SALARY INCREMENT (SAMPLE)

Date: [Current date]

PRIVATE & CONFIDENTIAL

[Name of employee]  
[Address]

Dear [Name of employee],

### SALARY INCREMENT

We are pleased to confirm that your basic salary has been increased from Ringgit Malaysia [Amount in words] (RM [Amount in figures]) to Ringgit Malaysia [Amount in words] (RM [Amount in figures]) effective [Date].

All other terms and conditions of your employment as highlighted in your initial Letter of Offer will remain unchanged.

If you accept this increment, please sign one copy of this offer letter (to be retained by you) and return a signed copy to the designated human resources representative.

We thank you deeply for your hard work and dedication to your role.

Yours sincerely,

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

### ACCEPTANCE

I, \_\_\_\_\_, NRIC No. \_\_\_\_\_, hereby accept the offer of promotion of my designation to [Designation] within the company, along with the change to my salary as stated above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# PERFORMANCE EVALUATION FORM

# [COMPANY NAME AND LETTERHEAD]

## EMPLOYEE PERFORMANCE EVALUATION (SAMPLE)

Date:

PRIVATE & CONFIDENTIAL

Name:	Designation:
Department:	Supervisor:
Review Period:	

Please tick the score most appropriate for the employee's performance during the review period.

CRITERIA	RATINGS				
	5 (Excellent)	4 (Good)	3 (Average)	2 (Bad)	1 (Very Poor)
<b>Quality of work</b> The overall quality of work, accuracy, and errors made.					
<b>Productivity and efficiency</b> The overall productivity and ability to meet goals on time.					
<b>Job knowledge and expertise</b> The knowledge of their scope of work and technical proficiency related to their tasks.					
<b>Initiative</b> The willingness to solve problems or accept responsibilities out of their own will.					
<b>Attendance and punctuality</b> The consistency in coming to work daily and abiding by scheduled work hours.					
<b>Teamwork</b> The willingness to work alongside other team members in a harmonious manner, and add value to those around them.					
<b>Reliability</b> The ability to complete assigned tasks without difficulty while accommodating specific demands.					
<b>Resourcefulness and creativity</b> Ability to think outside of the box to solve various problems and find ways to accomplish demanding tasks.					

Complete this section for employees with supervisory and/or managerial responsibilities.

CRITERIA	RATINGS				
	5 (Excellent)	4 (Good)	3 (Average)	2 (Bad)	1 (Very Poor)
<b>Directing and leadership skills</b> Ability to motivate subordinates and team members, achieve efficiency within teams, and drive individuals to achieve goals as a group.					
<b>Planning and organization</b> Capability to determine scope of work required and set manageable goals for projects while working within the constraints.					
<b>Decision-making</b> The ability to make quality decisions in challenging scenarios, and in timely fashion.					

**Overall performance rating (out of 5).**

All numerical values from the above added and then divided by 8 (or 11 for those with supervisory responsibilities).

The following section is to be filled following a discussion between the employee and supervisor regarding performances and achievements during the review period.

**Noteworthy achievements during this review period.**

**Review of personal work-related objectives set prior to the review period.**

**Newly targeted areas of improvement relating to job performance.**

**Required actions to be taken by the employee moving forward.**

**Additional comments by the supervisor.**

**ACCEPTANCE**

By signing this form, both the employee and supervisor acknowledge that the details and ratings outlines in this performance evaluation form have been previously discussed between both parties. However, signing this form does not necessarily mean a unanimous agreement by both employee and supervisor regarding the overall evaluation.

**EMPLOYEE'S SIGNATURE:**

\_\_\_\_\_

**Name**

**Date:**

**SUPERVISOR'S SIGNATURE:**

\_\_\_\_\_

**Name**

**Date:**



# [COMPANY NAME AND LETTERHEAD]

## WARNING LETTER (SAMPLE)

Date: [Current date]

[Name of employee]

[Address]

Dear [Name of employee],

### NOTICE OF WARNING AND MISCONDUCT

The management has been notified of a serious breach of conduct on your part as follows:

[Insert detailed events and explanation of the report here]

**Attached with this letter is the supporting documents for the allegation(s) above.**

Upon close inspection of the provided evidence, you have been found to be in breach of [Insert company policy/clause here] as stipulated within your initial Letter of Offer and the company's code of conduct.

As this constitutes grave misconduct on your end, the management has seen fit to issue you this letter as your [1st/2nd] **WARNING** and cautions you against breaching the rules and regulations in the future.

Please note that the company views untoward behaviour such as detailed above very seriously, and will not hesitate to impose more severe disciplinary measures should you be found guilty of any further misconduct. This may include the termination of your employment with the company should the management see fit after due inquiry.

Moving forward, we hope to see an improvement in your behaviour and performance.

Yours sincerely,

.....

[Signature]

[Name of Director/Manager]

[Full title of Director/Manager]

[Company name]

### ACCEPTANCE

I, \_\_\_\_\_, NRIC No. \_\_\_\_\_, hereby  
acknowledge the letter above along with all of its contents.

\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# OFFBOARDING EMPLOYEES

# [COMPANY NAME AND LETTERHEAD]

## ACCEPTANCE OF RESIGNATION (SAMPLE)

To: [Name of employee]

Date: [Current Date]

Dear [Name of employee],

### ACCEPTANCE OF RESIGNATION

We have received and acknowledge your letter of resignation dated [Date of resignation letter].

As stipulated in the terms and conditions of your appointment upon joining the company, you are required to give a notice of [Duration of resignation notice] prior to the termination of your employment.

After taking into consideration the unused number of entitled annual leave days provided, your last day at the company will be on [Last day of employment].

Please note that you will be required to undergo an exit interview prior to leaving your position. The time and date of this appointment will be communicated to you accordingly towards the end of your notice period.

Also be advised that you will be required to conduct a handover of current tasks and responsibilities to the individual tasked with succeeding your position, along with provide a status report of these tasks to your immediate superior and/or human resources representative at least seven working days before your final day of employment.

You will also be required to return all company property currently in your possession to ensure the release of your final salary in a timely manner.

We thank you for your dedication and hard work while at the company and wish you the very best in your future endeavours.

Sincerely,  
[Name of company representative]

# [COMPANY NAME AND LETTERHEAD]

## EXIT INTERVIEW FORM (SAMPLE)

Date: [Current date]

PRIVATE & CONFIDENTIAL

Name:	Designation:
Department:	Supervisor:
Hire Date:	Exit Date:

Please fill in the questionnaire below as truthfully as possible.

1. What was the reason for joining the company?

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2. What is your reason for leaving the company?

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3. Overall, did you enjoy your time as an employee of the company?

Yes  No

Please elaborate your answer:

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4. Do you feel you were adequately equipped to perform your job?

Yes  No

Please elaborate your answer:

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5. Were you given clear directions and goals while performing your tasks?

Yes  No

Please elaborate your answer:

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6. What were some of the biggest challenges you faced while working for the company?

Yes  No

Please elaborate your answer:

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7. Did you encounter any challenges relating to the company's protocols and administrative structure while trying to fulfil your given tasks? If yes, please elaborate.

Yes     No

Please elaborate your answer:

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8. Did you discuss any of the concerns and challenges above with anyone in the company before making a decision to leave?

Yes     No

If you answered "No", please help us understand why:

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9. Please tell us what the management can improve on with regards to employee satisfaction, and the overall operations of the company.

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10. Please tell us what would have convinced you to remain at your role with the company.

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11. Would you recommend your peers to seek employment at the company?

Yes     No

12. Please provide your ratings for the criteria below based on the rating scale below:

1 – Poor	2 – Fair	3 – Average	4 – Good	5 – Excellent
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SECTION	CRITERIA	RATING
Working Conditions and Culture	General working conditions.	
	Overall employee culture and behaviour.	
	Treatment of staff by superiors.	
	Recognition and rewards.	
	Wages and benefits.	
	Maintaining a hospitable and open environment between superiors and subordinates to discuss concerns and challenges.	

Career Growth and Advancement	Training programmes for upskilling and learning.	
	Career planning for individual employees.	
	Opportunities for promotions and openings to accept new responsibilities.	
	Sufficient chances to experience leading a team.	
Administrative Matters	Protocol, red tape, and bureaucracy with regards to completing job-related tasks.	
	Efficiency of management in addressing complaints and employee concerns.	
	Ease of interaction between employees and the company's platforms and in-house services.	
	Optimal implementation and maintenance of technology and I.T. for employees' daily needs.	

Please provide any additional thoughts or comments you may have regarding the company from an employee's perspective.

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**INTERVIEWER'S COMMENTS (FOR OFFICE USE):**

We thank you for your valuable feedback and wish you the very best in your future undertakings!

Signature: \_\_\_\_\_

NRIC Number: \_\_\_\_\_

Date: \_\_\_\_\_

# TAKE THE DIGITAL LEAP WITH alHR

The templates above should save you a lot of time by providing your business with a much-needed head start in preparing the necessary paperwork for your current employees as well as future hires.

If you'd like to truly take your company's HR to the next level, your best bet is to go entirely digital – starting with Digi's super app, alHR. With a Documents module to store all of your company's crucial documents, a Performance Management feature to track and schedule customisable employee appraisals – as well as daily Check-Ins, Rostering, and Time-Tracking modules – the best HRMS in Malaysia is key to managing the digital workplace.

As utilised by over 1,500 employees of the telco giant in Malaysia, alHR was designed to help businesses in Malaysia survive, and thrive in 2022 (and beyond). alHR has undoubtedly become essential for organisations of all sizes looking to successfully navigate the new normal, and the digital era.

Ready to take your HR to the digital era? [Click here to find out more!](#)



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