



CONTRACT OF EMPLOYMENT GUIDE FOR DRAFTING THE LETTER OF EMPLOYMENT UPDATED WITH EMPLOYMENT ACT AMENDMENT 2022

8 DEC 2025 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

A contract of employment, also called a contract of service, is a legally enforceable agreement where the employer pledges to pay wages in return for the employee's services. It is established when the employer's job offer is accepted by the employee. From then on, both employer and employee have rights and duties which courts can enforce. Following the Employment (Amendment) Act 2022, effective 1 January 2023, employment contracts must align with revised legal standards. The new Section 101C in the Employment Act 1955 introduces a "presumption as to who is an employee and employer," and the relevant parts of the Contract Act 1950 also come into play. These legal changes influence how service contracts are enforced in Malaysia today.

Who Should Attend

- Human Resource Personne
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff

Learning Outcomes

Participants will be able to :

- Equip employers to preserve operational flexibility while ensuring legal compliance.
- Offer guidance on managing modifications to employment terms without violating existing service contracts.
- Align all practices with the requirements of the Employment Act 1955 (as amended by the Employment (Amendment) Act 2022).

Course Registration :



<https://forms.office.com/r/uZZAVUbfZv>

RM1,200*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
DAY 1	
9am - 10:30am	MODULE 1 : - Contract of Employment/ Contract of Service - Factors determining contractual relationship - Relevant provisions of Contract Act 1950
10.30am - 10:45am	Break
10:45am - 1.00pm	MODULE 2 : - Contractual capacity of a child or young person - Essential ingredients of Contract of Service - Tests for Contract of Service
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.45pm	MODULE 3 : - New section 101C of the Employment Act 1955 on "Presumption as to who is an employee and employer" - Types of Employment Relationships - Fixed Term Contract of Employment - Pre-employment - Job offer / withdrawal of offer - Terms Implied by Law
3.45pm - 4.00pm	Break
4.00pm - 5.00pm	MODULE 4 : - Duty of care by employers - Obligations of employees - EA Part II - Contracts of Service • Collective Agreements (CA) - Vicarious liability - Managing changes in terms of employment - Variations of contract of employment - Important terms and conditions to include in letter of employment

Trainer Profile



MUHAMMAD HAFIZ

Muhammad Hafiz obtained his Bachelor of Law (Honours) (L.LB) from Universiti Teknologi MARA in the year 2021. He completed his pupillage at a criminal litigation firm Messrs. Daud & Co, Johor Bahru. Upon successful completion of his pupillage, he decided to pursue his second pupillage in Kota Kinabalu at Messrs. Rakhbir Singh & Co and was admitted to the Bar in Sabah in 2024. Prior to joining MEF he also worked as an Industrial Relations Executive in two multinational Companies at Banting and Kuala Lumpur. En.Hafiz has experience in a variety of criminal cases, civil cases, employment matters and was part of the winning team for a few landmark cases in Sabah

