



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

20 APR 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

## Course Overview

A contract of employment, also called a contract of service, is a legally enforceable agreement where 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.

## Who Should Attend

- Human Resource Personnel
- Managers
- Supervisors
- Talent Acquisition Personnel

## Learning Outcomes

- 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/MeJr4hK2XR>

**RM1,300\***

(Price Inclusive of 8% SST )  
HRDC Claimable\*



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## Course Structure

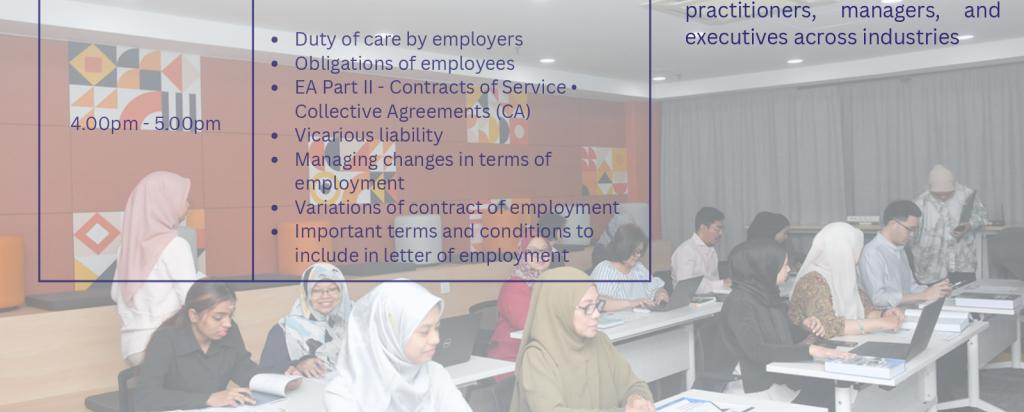
Time	Agenda
<b>DAY 1</b>	
9am - 10:30am	<b>MODULE 1:</b> <ul style="list-style-type: none"> <li>Contract of Employment/ Contract of Service</li> <li>Factors determining contractual relationship</li> <li>Relevant provisions of Contract Act 1950</li> </ul>
10.30am - 10:45am	Break
10:45am - 1.00pm	<b>MODULE 2:</b> <ul style="list-style-type: none"> <li>Contractual capacity of a child or young person</li> <li>Essential ingredients of Contract of Service</li> <li>Tests for Contract of Service</li> </ul>
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.45pm	<b>MODULE 3:</b> <ul style="list-style-type: none"> <li>New section 101C of the Employment Act 1955 on “Presumption as to who is an employee and employer”.</li> <li>Types of Employment Relationships</li> <li>Fixed Term Contract of Employment</li> <li>Pre-employment</li> <li>Job offer / withdrawal of offer</li> <li>Terms Implied by Law</li> </ul>
3.45pm - 4.00pm	Break
4.00pm - 5.00pm	<b>MODULE 4:</b> <ul style="list-style-type: none"> <li>Duty of care by employers</li> <li>Obligations of employees</li> <li>EA Part II - Contracts of Service • Collective Agreements (CA)</li> <li>Vicarious liability</li> <li>Managing changes in terms of employment</li> <li>Variations of contract of employment</li> <li>Important terms and conditions to include in letter of employment</li> </ul>

## Trainer Profile



**KIRANRAJ SEKAR A/L SEGGRAN**

Kiranraj Sekar - An expert in employment and commercial law, Kiranraj delivers strategic legal solutions with precision and clarity. Holding a Bachelor of Laws (Hons) from Universiti Malaya (UM) and a Master of Human Resource Law (Distinction) from Universiti Utara Malaysia (UUM), he is a trusted advisor in regulatory compliance and employment disputes. As an accredited HRDC trainer, he conducts impactful sessions on employment legislation, negotiation strategies, and conflict management. His training programs have been widely attended by HR practitioners, managers, and executives across industries.



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