

**HANDBOOK
of
FORMS & LETTERS
for the
HR & ADMIN MANAGERS,
MALAYSIA
Revised 5th Edition
THE CONTENTS AT A GLANCE**

**FURTHER INFORMATION ON THE
HANDBOOK
OF FORMS & LETTERS**

- Contains 272 pages
- 11 pages of index for quick reference to topics you are looking for.
- First published in 2004, it has gone into 12 reprints. New 5th Edition 2018.
- We are now offering you the revised and updated 5th Edition
- Contains precise but comprehensive explanations on the subjects
- Does not waste your time with too much unnecessary details
- Many worked examples, to explain the principles involved
- Specially written for top management personnel
- Updated with legislations as shown below to keep you informed

Contents

Chapter	Pages
Introduction	11
1 The Job	13
2 Filling the Job Vacancies	25
3 The Employment	53
4 Discipline, Warnings & Terminations	99
5 The Domestic Inquiry	127
6 Voluntary Separation (VS) & Retrenchment	159
7 Communication: Internal & External	177
8 Employer-Employee Relation	187
9 Publication in the Print & Electronic Media	209
10 Financial Forms & Letters	221
<i>Index</i>	253
<i>Introduction to other books by this author</i>	263
<i>Memo from the author</i>	271

Includes a variety of practical matters encountered in the management of the HR Department, such as –

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Job Requisition • Job Analysis • Job Specification • Job Description • Employment: Fixed Term Contract • Changes to Employee's Benefits • Changes to Job Description • Secondment of Employee • Transfer on Merger or Acquisition • Notice of Domestic Inquiry & Charge Sheet • Record-keeping for Verbal Warnings • Enforcing Confidentiality at Work | <p style="text-align: center;"><i>The Forms: how and when they are used, with explanations.</i></p> | <ul style="list-style-type: none"> • The Domestic Inquiry (DI) • Chairman of DI Panel: Appointment • Panel Members for DI: Appointment • Minutes of DI: How it is done • Report on DI to the Management • DI: Witnesses of Company/Employee • Employee Absent from DI: What to do • Employee Pleads Guilty at DI: What to do • Suggested Seating Arrangement for DI • Compassionate Leaves • Employee Suggestion Scheme • Notice of Business Merger |
|---|---|---|