

**AHMAD AFIQ SAZWAN BIN ZAKARIA**

Staff ID: 8378

Commercial Executive

Lot 3461 Jalan Jati,

Kg Melayu Subang,

40150 Shah Alam, Selangor

1 Ogos 2024

**NIK FAREEZ BIN AUDDIN**

COMMERCIAL MANAGER

GALAXY AEROSPACE (M) SDN BHD

No. A-01-02, Blok A, Bangunan Perdagangan Siera,

Jalan PJU 1A/5A, Ara Damansara,

47301 Petaling Jaya, Selangor

السلام عليكم ورحمة الله وبركاته

Dear Sir,

**RESIGNATION AS COMMERCIAL EXECUTIVE AT GALAXY AEROSPACE (M) SDN BHD – AHMAD AFIQ SAZWAN BIN ZAKARIA (8378)**

2. I am writing this letter to bring your attention and to notify you that I am resigning from my current post as Commercial Executive in this company. With this, I am activating my three (3) month's notice period. However, due to some circumstances, I would like to request for an early termination on my employment with **two (2) month's notice** subject to negotiation. Moreover, my renewal contract for this time has been for only 6 months, hence I would much appreciate if you can consider this. Therefore, I plan for my last day of employment shall be on **30th September 2024** subject to Human Resource department.

3. I shall be cooperating with Human Resource Department on my resignation. Any pending issues will be handle professionally with them. I shall be handling over my portfolio to the team to carry on bringing the company to steady.

4. It has been a pleasure working for this organization over the last three years. Thank you for the advice and guidance provided by each and everyone in this organization while I am working here. Also, I would like to express my greatest gratitude to the organization for the opportunity and trust given as Commercial Executive to let me do the jobs and any task. It has been a positive and invaluable experience working for this organization. I wish the best of luck for you, the company and everyone on board and may the business prosper in the years to come.

Best Regards,

**AHMAD AFIQ SAZWAN BIN ZAKARIA**  
Commercial Executive

Acknowledged Receipt:



NMF

1st Aug 2024

p.s: All the best!!