

Nur Hanis Binti Rahimuddin  
44, Jalan Selasih 5,  
Saujana Utama 3,  
47000 Sungai Buloh, Selangor.

10th June 2024

Galaxy Aerospace (M) Sdn Bhd  
No. A—01-02, Blok A,  
Bangunan Perdagangan Sierra Ara Damansara,  
Jalan PJU 1A/5A, Ara Damansara,  
47301 Petaling Jaya,  
Selangor.

Assalamualaikum Mr./Ms./Madam,

Please accept this letter as formal notification as I have decided not to renew my contract from my position as CAMO Planner with Galaxy Aerospace (M) Sdn. Bhd which is set to expire on 4th August 2024. Kindly need your assistance in providing my remaining days in company as my annual leave remaining is 8 days.

I would like to thank you for the opportunity to have worked in this company for the past three years as a staff. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

I have decided to take a step to embark on a new path in my career that is more in line with my professional goals. Its been an incredible experience to be a part of such a wonderful team in the CAMO and AW139 PGU Team. I am also thankful for your trust in me over the years, which has shaped me to become a better employee and person. It's been a pleasure working for Galaxy, and I hope our paths will cross again in the future.

During the remaining months, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to my replacement. Please let me know if there is anything further, I can do to assist in this process.



NUR HANIS BINTI RAHIMUDDIN  
CAMO Planner,  
Staff ID: 8303  
ID: 960617-10-6162.