

Our Ref. : GAM/HR-REG/CAMO/JULY21/21047/-AA

19 JULY 2021

**HAIREE BIN MAT**

No. 224, Jalan Azalea 3/3,  
Laman Azalea,  
71800, Nilai Impian,  
**Negeri Sembilan Darul Khusus**

**DEAR MR HAIREE**

**ACCEPTANCE OF RESIGNATION**

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With reference to your resignation letter dated **14 JULY 2021**, we hereby accepting your resignation subject to the conditions mentioned below and in accordance with the Company's terms and conditions of service, the required notice of termination is THREE (3) month's which shall end on **13 OCTOBER 2021**.

Your Annual Leave entitlement until **13 OCTOBER 2021**: -

Annual Leave 2021	=	11.0 days (14days/12 mths x 9.5 mths)
You have taken your AL	=	(0.0 days)
Balance Carry Forward Leave	=	0.0 days
Balance LEAVE INLIEU	=	<u>0.0 days</u>
Balance to utilize	=	<u>11.0 days</u>

Please use your unutilized leave balance before the last date of your employment (**13 OCTOBER 2021**) or else forfeited.

Please ensure that you fill in the 'Staff Exit Form' and make arrangement to surrender all company belonging to the company. You are also reminded to do handover of all task and responsibilities during this period.

We take this opportunity to thank you for the services rendered to the Company and to wish you all the best in your future endeavours.

Best Regards,  
for and on behalf of

**GALAXY AEROSPACE (M) SDN. BHD.**

**DATIN ZULHANI BINTI HJ ALIAS**  
HR & ADMIN MANAGER