

Our Ref. : GAM/HR-REG/TSE/DEC21/21079/-AA

31 DECEMBER 2021

NUR FARHANA BINTI OTHMAN

No Staff ID: 8007

DEAR Ms FARHANA

ACCEPTANCE OF RESIGNATION

With reference to your resignation letter dated **13 DECEMBER 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 3 month's which shall end on **12 MARCH 2022**.

Your balance Annual Leave entitlement: -

Annual Leave for current year	=	17.0 days (17days/12 mths x 12 mths)
Balance Annual Leave current year *	=	7.0 days
Balance Carry Forward Leave	=	5.0 days
Annual Leave 2022	=	3.0 days (17days/12 mths x 2 mths)
Balance LEAVE INLIEU **	=	<u>13.0 days</u>
Balance to utilize	=	<u>8.0 days</u>

* Valid to carry forward up to 5 days only

** Only valid until 31 December 2021

Please utilize your leave balance before the last date of your employment.

Please ensure that you fill in the form attached along with this letter 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 ZUHANI BINTI HJ ALIAS

HR & ADMIN MANAGER

GALAXY AEROSPACE (M) SDN. BHD.

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