

Our Ref. : GAM/HR-REG/SAFETY/MAR/22092/-AA

05 April 2022

Name : MUHAMMAD NIZAM BIN JAAFAR
Staff No : 8010

Dear MR NIZAM,

ACCEPTANCE OF RESIGNATION

The company hereby acknowledge receipt of your resignation notice dated **28 March 2022**.

In accordance with the terms and conditions of your employment contract, you are required to give three months' notice if you want to terminate your employment. Thus, your official last day of employment will be on **27 June 2022**.

Your leave entitlement balance: -

Annual Leave entitlement	=	7 days (14days/12 mths x 6 mths)
Balance Annual Leave	=	2 days
Balance Carry Forward Leave*	=	0 days
Balance Leave INLIEU	=	<u>0 days</u>
Balance to utilize	=	<u>2 days</u>

* Only valid until 31 May 2022

Please utilize your leave balance before the last date of your employment. Inadequate of notice or any unused annual leave entitlement (if any) will be calculated in your final salary.

Kindly complete the Staff Exit Form as attach and return all Company properties to the Human Resource and Administration Department on your last working day. Please make sure the smooth handover to your Superior within this period.

We take this opportunity to thank you for your efforts while you were here, and we wish you all the best in your future endeavors.

Best Regards,
for and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.

DATIN ZULHANI BINTI HJ ALIAS
HR & ADMIN MANAGER

GALAXY AEROSPACE (M) SDN. BHD.

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