

Our Ref. : GAM/HR-REG/QA/MAY/23174/-dna

12 June 2023

**Name : NOORSUHADA BINTI LATEF**  
Staff No : 8403

Dear Mr/Mrs NOORSUHADA,

**ACCEPTANCE OF RESIGNATION**

The company hereby acknowledge receipt of your resignation notice dated **03 May 2023**.

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 **02 August 2023**.

Your leave entitlement balance: -

Annual Leave entitlement	=	8 days (14days/12 mths x 7 mths)
Balance Annual Leave	=	-1.5 days
Balance Carry Forward Leave*	=	0 days
Balance Leave INLIEU	=	<u>0 days</u>
<b>Balance to utilize</b>	=	<b><u>-1.5 days</u></b>

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

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**  
EXECUTIVE DIRECTOR  
cum Admin & HR Manager