

**Nurul Syafiqah Binti Saharudin Annuar,**  
No 2 Lot 1558 B Jalan 2/10 Kampung Padang,  
Balang Off Taman Karak Utama,  
51100, Kuala Lumpur,  
WP Kuala Lumpur.

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**Galaxy Aerospace (M) Sdn. Bhd.,**  
No. A-01-02, Blok A,  
Bangunan Perdagangan Siera,  
Kalan PJU 1a/5a, Ara Damansara,  
47301 Petaling Jaya,  
Selangor.

**18<sup>th</sup> July 2023.**

Good day Mr/Mrs/Ms,

**RESIGNATION NOTICE OF POSITION QUALITY ASSURANCE OFFICER.**

Please accept this letter as formal notification of my intention to resign from my position as Quality Assurance Officer. My final day will be on 17<sup>th</sup> October 2023 as per my notice period.

I would like to thank you for the opportunity to have worked in the position for the past 3 years 6 months. 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.

During the next 3 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 colleagues or to my replacement.

Sincerely,



NURUL SYAFIQAH BINTI SAHARUDIN ANNUAR