

[Employee Full Name]
[Designation], [Department]
[Employee Address]

Date: [DD Month YYYY]

[Name of Manager / HR Manager]
[Company Name]
[Company Address]

Subject: Resignation from the post of [Designation]

Dear [Mr/Ms Last Name],

I write to give notice of my resignation from my position as **[Designation]** at **[Company Name]**, in accordance with clause [x] of my letter of appointment dated [date], which requires [one month's] notice.

My last working day will therefore be **[Last Working Day]**. I will complete the handover of my duties and files to [name or "the person you nominate"] before that date and will return all company property, including [laptop / ID card / keys / documents], on or before my last day.

I would be grateful if my final settlement, including salary to my last working day, payment for accrued annual leave under section 6(6) of the Shop and Office Employees Act, and the EPF and ETF remittances to date, could be processed with my final salary, together with a certificate of service.

Thank you for the opportunity to work with the company. I have valued the experience and the support of my colleagues.

Yours sincerely,

.....

[Employee Full Name]

NIC No. [xxxxxxxxxV / xxxxxxxxxxxx]

EPF No. [xxxx]

Acknowledged and accepted on behalf of [Company Name]: [Name], [Designation], Date:
[DD Month YYYY]