

(Date) :

(Name) :

(Passport No) :

(ID Code) :

(Branch) :

(Address) :

Yonming Auto & Industrial Parts Sdn Bhd *(refer to the work permit)*

Lot 2220, Kampung Jaya Industrial Area,
Jalan Kusta 13 ½ Miles,
47000 Sungai Buloh,
Selangor.

Dear Sir/Madam,

RE : LETTER OF RESIGNATION AS (Designation)

I, (Name), Passport No () would like to tender my
resignation as (**designation**) on (**date flight/COM**).

My last day will be on (**date**).

Should I have owed any outstanding payment, kindly contra from my salary.

Thank you.

Yours faithfully,

.....

(Name)

(Passport No)