

Date: 9 November 2023

Puan Safura Abdul Malek
Senior Manager
Construction & Built Environment Productivity Nexus (COBEPN)
Technology Section
Malaysia Productivity Corporation (MPC)
Peti Surat 64, Jalan Sultan,
46904 Petaling Jaya,
Selangor Darul Ehsan

Puan,

RESIGNATION FROM THE POSITION OF ASSISTANT MANAGER E41

Please accept this letter as notice of resignation from my position as Assistant Manager and I will be serving my one month notice and my last day of work will be on 8 December 2023.

It has been a tremendous pleasure to be working with you and your team for the last two years. Thank you for letting me be a part of Technology Section of Malaysia Productivity Corporation. I have learned a lot from the organization, and I appreciate the time and patience taken in training me. My time here at MPC will always be something that I treasure.

Please be assured that I will complete the pending projects under my care and will ensure a smooth hand over, In sha Allah. I am available to provide any assistance required during this period of transition.

Thank you for the opportunity given throughout my employment. I wish you and your team all the best and I look forward to staying in touch with you.

Thank you.

Sincerely,



WAN SAIDATUL IZZAH WAN IBRAHIM

Cc

Dr Mohamad Norjayadi Tamam, Director of Technology Section
Dr Halimahton Sa'diah Let, Director of Technology Section
Encik Khairizal Khahidir, Manager of Human Resource Management and Development