

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