Dear Mr. Lam,

Please accept this letter as formal notification that I am resigning from my position as Application Programmer with Innosys Pte Ltd. My last day will be 14th May, 2015.

During my last days, I’ll do everything possible to hand-over my duties and train other team members. Please let me know if there’s anything else I can do during the transition.

Thank you so much for the opportunity to work in with you and Mr. Chong for the past 2 years. I’ve greatly enjoyed and appreciated the opportunities I’ve had.

I wish the company continued success, and I hope to stay in touch in future.

Sincerely

Zhou Kai, 2015-04-10