



AEON Credit Service (M) Berhad (412767-V)

Level 18, UOA Corporate Tower, Avenue 10, The Vertical, Bangsar South City,
No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
P.O.Box 12754, 50788 Kuala Lumpur.

Tel: 603-2772 9000 (Corporate Line)
603-2719 9999 (Customer Care)

Ref : 2018-HR-CB-AR-515

PRIVATE AND CONFIDENTIAL

26th November 2018

SARVINDRAN NAIR A/L KRISHNAN KUTTY

Employee ID: A140223

Regional Sales Group

Dear Mr. Sarvindran Nair,

ACCEPTANCE OF RESIGNATION

We acknowledge receipt of your resignation letter dated 21st November 2018, notifying us of your intention to discontinue your service with the Company and your request to be released from employment with effect from 16th December 2018. Hence, it is deemed that your last day of employment with the Company shall be on **15th December 2018**.

As you are required to serve two (2) months' notice in accordance with your employment Terms and Conditions, there is a short notice of one (1) month and five (5) days, amounting to **RM4,598.71** which is due to the Company.

Please arrange to settle the above-mentioned payment in lieu of short notice total amounting to **RM4,598.71** that is due to the Company within seven (7) days from the date of this letter, failing which the Company shall have the right to hold your salary and/or commence legal action against you on the recovery of the said amount.

Please contact Ms. Amalina of the Human Resources Management Group at 03-2772 9303 to arrange your payment by cheque/bank draft or bank-in to the Company's bank account as provided below. Kindly attach your bank-in slip and email to amalinabdullah@aeoncredit.com.my once the payment has been made.

Bank	Account Number
CIMB BANK BERHAD	8000440770

We wish you success in your future endeavours.

Thank you.

Yours faithfully,

AEON CREDIT SERVICE (M) BERHAD

ALINA TEOH

General Manager

Human Resources Management Group

AT/AC/aa

CC : Group Head - Regional Sales

