**Jemmy (B2949859)**

**Pantai Panorama Condominium 5-11-6, Bukit Kerinchi, Kuala Lumpur, Malaysia**

**Cellular/Email: (+60)11-37047578 / jemmy.uirianto@gmail.com**

**Too Yoke Boon (Digital Lead)**

Averis

Tower 2, Avenue 5, Bangsar South City

8, Jalan Kerinchi

59200 Kuala Lumpur, Malaysia

Dear Too Yoke Boon,

Please accept this letter as resignation of my position as Senior Consultant, effective today, 20 Dec 2018, I am offering 3 months notice based on my contractual agreement, I hope this will give you sufficient time to find a suitable replacement.

My decision to resign was finalized after long and careful consideration of all factors. This was not an easy decision to make, on my part; however, I feel the change will be beneficial to my long-term career goals and objectives. I assure you that I will complete handing over all projects and business affairs that I have been involved before my departure. The transition will be handled profesionally to ensure no internal or external problem.

Please let me know if there are any documents to fill out or any processes that I need to follow before my last day. It has been a pleasurable learning experience working at Averis and I wish nothing but success for my co-workers and Averis.

Yours Sincerely,

Jemmy