

**PRIVATE & CONFIDENTIAL**

Our Ref: HLA/HR/C&B/1045/2024

16<sup>th</sup> January 2024

Mr Lee Wei Kean  
2-28-3, Desa Green Serviced Apartment  
No. 85, Jalan Desa Bakti  
58000 Taman Desa  
Kuala Lumpur

Dear Wei Kean,

**ACCEPTANCE OF RESIGNATION**

We refer to your letter of resignation received on 10<sup>th</sup> November 2023 and advise that your resignation has been accepted by Management.

This is to confirm that you were employed with the Company effective on 10<sup>th</sup> April 2023 and your last position is as Applications Specialist under the Information Services Department.

Your last official day of service shall be on **9<sup>th</sup> February 2024** and your employment with the Company shall cease with effect from 10<sup>th</sup> February 2024.

You shall not commence or be in an employment with another organization and/or be engaged in any business on or before your last official day of service with the Company.

Please be informed that your balance annual leave shall be processed based on our leave system records and it shall be paid to you together with your final salary (if any). In the event, if any excess leave that has been utilized as of your last official date of service, same shall be deducted from your final salary.

Please return all the Company's properties in your possession, if any, a completed Exit Checklist and Handover List to the Company on your last physical day of service. Failure to do so will result in your salary being withheld.

Please be informed that all your staff credit facilities (if any), Fixed Deposit Placement(s) and Current account/Savings account(s) as defined under employee accounts will be converted to commercial/customer rate in accordance with the terms and conditions of your banking facilities. For further queries or clarification, you may liaise with the branch that you open your account or nearest branch accordingly.

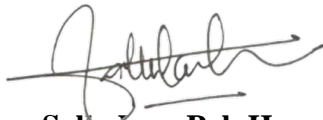
Pursuant to your undertaking of confidentiality with the Company upon commencing employment with us, we would like to bring to your attention your obligation to keep in the strictest of confidence any proprietary information of the Company's operations as well as its customer information and transactions in your possession.

To reiterate, after the cessation of your employment with the Company, you shall not, without the prior written consent of the Company or as may otherwise be required by law or legal process, communicate or divulge any confidential information, knowledge or data to anyone other than the Company and those designated by it.

On behalf of Management, we would like to take this opportunity to thank you for your contribution and services rendered during your tenure with us and wish you every success in all your future endeavours.

Thank you.

Yours truly,  
for and on behalf of  
**HONG LEONG ASSURANCE BERHAD**



**Sally Low Poh Hua**  
**Head, Human Resources**

/lsy/fa  


*Note: This letter can also be used as a Service letter.*