

HUMAN RESOURCES*Private and Confidential*

Thai Thi Le Phuong

C6022459

PRESENT**12 May 2020**

Dear Thai Thi Le Phuong,

Acceptance of Resignation

We refer to your resignation email dated 3rd April 2020 and confirm we agree to accept your resignation from Roche Services (Asia Pacific) Sdn Bhd ("The Company").

Given that your resignation is after your probation period, the notice period to be served will be 2 months in accordance to the employment terms and conditions. Hence, the last employment date with the Company will be on 2nd June 2020.

The balance un-utilize replacement leave will be encashed to you as stated in the table below.

Type	Average Pro Rated (RM)	Number of Days	Total Amount (RM)
Balance Un-utilized Replacement Leave	134.90	2	269.80
TOTAL			269.80

Actions required

You must complete the following task as part of the off-boarding process:

1. Clear all outstanding expenses (if any). The Company deserve the right to recover/offset such sums duly held by us to satisfy the value of any monies owing to The Company and withhold your last month's salary pending tax clearance.
2. Return all The Company's documents and properties such as employee tag and others items listed in the off-boarding checklist to your manager.
3. Complete your exit interview prior to your last day with The Company.
4. Complete your tax clearance.

We would like to take this opportunity to thank you for all your contributions during your tenure with Roche Services (Asia Pacific) Sdn Bhd. We wish you all the best in your future endeavour.

Yours Sincerely,



Jeyanthi Jeyaseelan
HR Operations & COE Lead