

STEP BY STEP SDN BHD

1, My Address,
10000 My Area,
My State.

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Tel : 604-6561234

Fax : 604-6571234

31/03/2013

KELVIN TAN KUANG MING

Dear KELVIN TAN KUANG MING,

Re: Letter of Termination

I have been directed to inform you that, due to the reduction in the office workload, your services will no longer be required and, therefore, and under the terms of your contract of service, we are giving you one month's notice with effect from the date of this letter, in lieu of one month's salary.

We are indeed sorry to have to release you as you have proved yourself a good and diligent worker. We are sure you will be as useful to other employers as you have been to us. We also hope that your search of new employment will be short and rewarding.

Please advise your prospective new employer to contact us for any reference about you.

We wish you the very best.

Yours faithfully,
