

**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

CANDY TU HUI PING  
59, JALAN NILAI 6,  
TAMAN NILAI JAYA,  
80000JOHOR BAHRU  
JOHOR

Dear CANDY TU HUI PING,

Re: Retrenchment Notice

We regret to inform you that the company is no longer in a position to support the present level of employment in view of the poor trading conditions. The company management does not foresee any improvement in demand for our products/services in the near future and it has accordingly decided to take appropriate steps to reduce its employment level.

It is with regret that we have to advise you that your service with the company is no longer required. Effective from 01/03/2013. Under these circumstances, you shall be paid in the following:-

- (a) One(1) month basic salary in lieu of notice;
- (b) RM.....per year of service or part thereof; and
- (c) Pro-rata bonus

The income tax notification form and calculation are attached for you. Please obtain the necessary income tax clearance so that payment can be made directly to you.

We thank you for your past service and wish you every success in your future undertakings.

Very truly yours,

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