

Sample of Release Letter

<COMPANY LETTER HEAD>

<Date>

Immigration Unit,
MYXpats Centre
Level 16, Surian Tower,
Jalan PJU 7/3, Mutiara Damansara,
47810 Petaling Jaya,
Selangor Darul Ehsan

U/P: Ketua Unit Imigresen di MYXpats Centre
Attention: Head of Unit Immigration in MYXpats Centre

Tuan / Puan,

Sir

SURAT PELEPASAN BAGI MR

Release Letter for Mr.....

(PPT.NO:.....)

Merujuk kepada perkara di atas pihak kami ingin memaklumkan kepada pihak tuan bahawa Pas Penggajian untuk penama di atas tamat pada _____ **<please put the date when the EP was cancelled.>**

With regards to the above, we would like to inform you that the Employment Pass for the above applicant expires on

Pihak kami juga tidak mempunyai apa-apa halangan bagi beliau untuk bekerja dengan syarikat lain di Malaysia.

We do not have any objection for him to work with other company in Malaysia.

Sekian, terima kasih.

Thank you.

Yang benar,

Yours faithfully

(Name)

Director

Company Stamp