

Letter of Resignation

30 November 2023

To: Oliver Fernandez
Marketing Director
Lumos Joy Pte Ltd

Dear Oliver,

I am writing to formally tender my resignation from my role as assistant marketing manager at Lumos Joy Pte Ltd, effective 30 November 2023, in line with the stipulated notice period.

It has been a privilege to serve in this capacity for the past four years. The experiences and insights I have garnered during my tenure have been invaluable.

I deeply appreciate the opportunities for growth and the collaborative environment that I had the pleasure of being a part of. These experiences will undoubtedly influence my future endeavours, and I will always regard my time at Lumos Joy as a significant chapter in my professional journey.

For the next four weeks, I am committed to ensuring a seamless transition.

I am prepared to assist in transferring my responsibilities, whether to existing team members or a potential successor. Should there be any specific tasks or areas you'd like me to focus on during this period, please do not hesitate to inform me.

Thank you once again for your guidance and support throughout my tenure. I look forward to staying in touch.

Sincerely,
Alexandra Goh
