

< Name as per NRIC / Passport >

< Address >

< Date >

Human Resources Department

< Company Name >

< Company Address >

Dear Sir / Madam,

Re: Update of bank account for salary crediting

Effective < Month / Year >, please update your records and credit my salary to the account below.

Bank Name : Malayan Banking Berhad /Maybank Islamic Berhad

Account Name :

Account Number :

Thank you.

Yours sincerely,

< Signature >

< Name >

< Department >

< Staff ID / NRIC / Passport No. >