< Name as per NRIC / Passport >

< Address >

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< 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 : Hong Leong Bank / Hong Leong Islamic Bank

Account Name :

Account Number :

Thank you.

Yours sincerely,

< Signature >

< Name >

< Department >

< Staff ID / NRIC / Passport No. >