



E3 INFORMATION SDN BHD (1267116-M)

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KEM ACCOUNTANTS SDN BHD

NO. 109A JALAN SERI IMPIAN 1
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81300 SKUDAI
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25TH MARCH 2024

To: Sir/Madam,

RE: TESTIMONIAL LETTER OF COMPANY SECRETARY PROFESSIONAL SERVICES

I am writing to highly recommend **KEM Accountants Sdn Bhd** for the position of secretary at your company. Ms. Kelly served as my company secretary for nearly 5 years. She was highly professional, disciplined, punctual, organized, and efficient work, so she completed the job perfectly.

As a secretary, she was dependable and well organized. She has displayed exceptional organizational and administrative skills. Her ability to manage multiple tasks and responsibilities, while maintaining a positive and collaborative attitude, was truly impressive.

Ms Kelly has great communication skills. She was friendly and always made sure to ensure that our needs are met. Her positive attitude and willingness to take on new challenges make her a great asset for any team.

Overall, I believe she will continue to excel in her job position and will be great asset to your team. I'm certain she's the perfect fit for any secretary position. Please do not hesitate to contact me at email: renee@e3information.com / phone: [+6010-6640918](tel:+6010-6640918), if you require any further information or if you have any questions.

Sincerely,

 

Renee
Finance Manager