

August 2, 2021

Dear Ms. Rochell and team:

I regret to inform you that I am resigning from my position here as a Marketing Assistant for personal reasons. My last day will be on the 20th of August 2021. I know this is unexpected but I am happy to assist you in the replacement process to help alleviate the transition.

If there is anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies in making the 20th of August 2021 my final day here.


If necessary, I can be available for phone and email inquiries from home on a limited basis for the weeks following my departure date.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,

 08/02/21
Mikael Florencio

Endorsed By:

 08/02/21
Dianne M. Riesgo
Marketing Head

 8/2/21
Joanna L. Ariola
Branch Head

Approved by:

 8/02/21
Richard Anthony S. Xavier
General Manager