



June 30, 2023

**LIENEVELLE S. BAYAWA**

**101293139**

Advisor II, Customer Service - Olympus

Dear **Lienevelle**:

This is to acknowledge your resignation effective **July 21, 2023**. Please be reminded that a 30-day notice should be served as part of your separation from the Company which you have agreed in your employment contract. Failure to do so will merit ineligibility for rehire.

**Please be reminded that until your official separation from the company, you are expected to continue to adhere to the Rules of Conduct contained in the Employee Handbook on Discipline. Violation of any of the rules and regulation shall be dealt with accordingly.**

Please don't forget to complete the Exit Clearance Process online via Workday, and update your **PERSONAL email address** and **mobile number** in Workday.

As part of your separation from the company, kindly return all company documents and property under your custody. Should you fail to complete these requirements, please be aware of the following consequences:

- Non-issuance of clearance
- Ineligibility for rehire
- Release of final pay will be dependent on completion of clearance

We wish you luck in your future endeavors.

Sincerely,

**ANJEANE TORRES**

Team Leader

Noted by:

**ALAN GO**

Senior Team Leader

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I have read and acknowledged the above.

**LIENEVELLE S. BAYAWA**

Printed Name & Signature of Employee/Date