

## Acceptance of Resignation

To: Mary Ann AmanteFrom: Joy Santiago

Cc:


Date: 12-13-17Dear Mr. / Ms. Amante,This is to formally accept your resignation received on 12-13-17 and effective on the same day.

In line with this, you are hereby instructed to settle all your accountabilities to the company within ninety (90) days commencing on your effective date of resignation. Failure on your part to settle your accountabilities within the prescribed period will serve as basis for the company to deduct any and all accountabilities from your final pay. Further, in the event your final pay is insufficient to cover your accountabilities, the company reserves the option to take legal actions to recover any and all unreturned company properties or accountabilities in your possession.

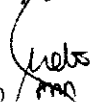
Finally, should you fail to claim your final pay and other benefits within a period of three (3) years from date of separation, the same shall be forfeited and considered waived.

On behalf of the Company and the management, I wish you luck in your new endeavor.

Sincerely,

  
Joy Santiago 12-13-17  
Signature over Printed Name  
Manager, SBU

Received by:

  
Mary Ann Amante  
Employee signature over printed name  
Date 12/13/17