

Human Resources Memorandum

Employee Name:	Xyla Audiencia	Date:	September 3, 2025
Employee Number:	4321	Immediate Superior:	Honey Lee Dela Peña
Emp Status:	Regular	Position:	CSR Tanks

Dear **Ms. Audiencia**,

As discussed with you today, this is to formally inform you that due to the recent changes in our business operations, we will be placing you on floating status effective **September 4, 2025**. This means that, for the time being, we will not be able to assign you to a specific department.

Please know that this decision was made with careful consideration, and we recognize that it may disrupt your routine. However, we believe this is a necessary step to align with our current business needs.

During your floating status, there may be instances where we require you to report to work on short notice or to undertake temporary tasks or assignments. Rest assured, we will provide you with clear instructions and guidance whenever such situations arise.

We understand that this transition may bring uncertainty and stress, and we encourage you to reach out with any questions or concerns you may have. We are committed to keeping you informed about any developments regarding your status.

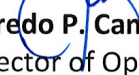
Thank you for your understanding and cooperation during this challenging time.

Sincerely,



Ramelyn Castañares
HR Manager

Noted by:



Alfredo P. Camarillo, Jr.
Director of Operations

Conforme:



Xyla Audiencia
CSR Tanks

Date: 09/03/2025 | 09664989603 - xaudiencia@gmail.com /RFID returned