

Human Resources Memorandum

Employee Name:	Joevirlyn D. Yu	Date:	July 16, 2025
Employee Number:	4659	Immediate Superior:	Laarni Colon Hayahay
Emp Status:	Regular	Position:	PAP Phones

Dear **Ms. Yu**,

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

Please be assured that this decision was not taken lightly, and we understand that it may be disruptive to your routine. However, we believe that this is a necessary measure to address our current business needs.

During your floating status, we may need to call upon you to report to work on short notice or to temporarily take on different tasks or assignments. Rest assured that we will provide you with clear instructions and guidance during these times.

We understand that this situation may cause uncertainty and stress, and we encourage you to reach out to us if you have any questions or concerns. We are committed to keeping you informed of any developments and changes in your status.

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

Sincerely,



Ramelyn Castanares
HR Manager

Noted by:



Niño Angelo Q. Manal
Operations Manager

Conforme:



Joevirlyn D. Yu
CSR

Date: 7/16/25

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with access card and montage card