

January 19, 2026

Dear HR,

I am writing to formally resign from my position as an Intake Specialist, effective January 26, 2025.

While I initially intended to remain until my second SOB, the discontinuation of the Shuttle Service this coming February will make daily commuting from Cordova to Ayala significantly challenging. Additionally, having passed the LET Examination last year, I am considering pursuing opportunities within the teaching profession.

I will coordinate as needed to ensure a smooth transition and to complete any required clearance. Thank you for the opportunity.

Sincerely,

Rico M. Olores

NOTED AND ACCEPTED, EFFECTIVE DATE
JANUARY 23, 2026

Silva 01/23/26
MARGARITA C. SILVA
HR SUPERVISOR

Rico M. Olores 01/23/2026