

(no subject)



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RESIGNATION x



**Kimmy Ellena** <ellena.kimmy20@gmail.com>

to hr ▾

Mar 17, 2026, 9:57 PM (2 hours ago)



Good day.

I would like to ask how to properly process a resignation. I am planning to submit my resignation effective immediately and would like to know the steps, requirements, and clearance process.

Thank you for your guidance.

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