



Fusion BPO Services Phils., Inc.
7th Flr. Robinsons Cybergate Bldg., Don Mariano St.
Cor. Don Gil Garcia St. Fuente Osmeña, Cebu City

September 7, 2018

Espina, May Anne
444-EE P. del Rosario
Extension, Cebu City

Dear Ms. May Anne:

This is to notify you that we received your resignation letter dated September 5, 2018

As agreed through your employment contract, the thirty (30) days notification is mandatory. However the company has waived the stated period of notification. We are confident that you will be proactive in the smooth handover of tasks. Please continue to perform to your best abilities for the remaining days that you stay with us.

Accordingly, Please note of the following details:

- a. Effective date of Resignation: September 15, 2018
- b. Last day of work: September 14, 2018.

Note that your exit clearance schedule will be after shift of your last working day. You shall surrender all company documents and properties within your custody to the Human Resource Department during the exit clearance process. Exit clearance form and online exit interview shall be accomplished on the same day.

Should you fail to complete the above requirements and comply with the agreement, please be advised of the following consequences:

- Non-issuance of clearance
- Release of final pay and COE will be dependent on completion of clearance

We wish you the best in your next endeavors.

Sincerely,

Human Resource Department

MAY ANNE ESPINA

Employee's signature over printed name

DATE: September 14, 2018