



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

May 7, 2019

Amoroto, Helen
129 Cattleya St.
Bliss Labangon,
Cebu City

Dear **Ms Helen:**

This is to notify you that we received your resignation letter dated May 6, 2019, effective immediately.

As agreed through your employment contract, the thirty (30) days notification is mandatory. However the company has waived the stated period of notification.

Please proceed to the Human Resource Department for your exit clearance schedule. You shall surrender all company documents and properties within your custody to the HR Department during the exit clearance process. Exit clearance form and interview sheet shall be accomplished on the same day.

Should you fail to comply, 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,

A handwritten signature in blue ink, appearing to be "K. Amoroto", is written over a horizontal line.

Human Resource Department

Employee's signature over printed name

DATE: _____