

1/5/2022

Lady Fair Pazon
Recruitment Supervisor
16th Floor One Montage
Archbishop Reyes Avenue

Dear Lady,

I am writing this to inform you that I will be resigning from my position as HR Admin - Front Desk and my last day of work will be on January 31, 2023.

It was really a hard decision to make but after a month of thinking about it, I have decided to resign for better career opportunities. It was a great pleasure to work here for 3 years and 5 months and I'm very grateful to you, Miss Maw, Miss Ramz and to the rest of the team for your assistance along the way. No words can express how thankful I am for all the opportunities and experiences that you have provided.

If I can be of any assistance during this transition, please let me know.

All the best,

A handwritten signature in black ink, appearing to read 'Karen C. Banlaygas', with a stylized flourish at the end.

Karen C. Banlaygas