



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

July 17, 2019

Marjory R. Bique

Dear Ms. Bique:

This is to notify you that we received your resignation letter dated **July 5, 2019**.

As per employment contract you signed with the Company, thirty (30) days notification is mandatory. We are confident that you will be proactive in the smooth handover of tasks during the thirty-day period. 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: **August 10, 2019**
- b. Last day of work: **August 9, 2019**

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 interview sheet 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.


Lorraine

Human Resource Department


Employee's signature over printed name
DATE: 07/20/2019