

June 03, 2021

Rusty Suba,  
Blk 15, Rizal Drive, Crescent Park West  
Bonifacio Global City  
Taguig City

Dear Mr. Suba:

I regret to inform you that I am resigning from my position here immediately as a Sales Executive for personal reasons. My last day will be tomorrow June 04, 2021. I know this is unexpected, but am happy to assist you in the replacement process to help alleviate the transition.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,

  
Ferdinand R. Balaga



