

October 5, 2021


Dear Ms. Rosean Diciembre,

I write to inform you that I am resigning from my position as probationary Marketing Professional and will continue as commission basis employee. My last day will be October 5, 2021.

Let me know if there is anything I can do to make this transition easier. You can always contact me at gilda.serafica@gmail.com or 0917-539-8275.

Respectfully yours,


Gilda Serafica

 10/5/21

sent thru email 10/12