To whom it may concern,

Good day! Please excuse me for not passing my Certificate of Employment to your required time, because the releasing of it would be two weeks after the releasing of my back pay from my previous company which is Metro Main Star Asia, Corp. (SM NOVALICHES). And my back pay will release 30-40 days after my last day of duty and that was last October 23, 2018. I promise to give it as soon as I’ve got it from the said company.

Thank you for your understanding.

Sincerely,

Ma. Catherine P. Alacapa