



GM3 Builders

Add: B14 L15 cor. Westbank Rd. Eastgate Subd. Brgy San Juan Taytay Rizal

Contact: 02-8641-97-50; 0932-4488313 • Email: gm3builders@gmail.com

TIN: 229-518-678-000

Building your satisfaction...

Date: _____

Resignation Letter

Name: _____ Date Hired: _____

Position: _____ Effectivity Date*: _____

**Last Day of Duty*

Reason/s: _____

Ma'am / Sir,

Prepared By: _____ Noted By: _____

Resignee / Exiting Employee

Immediate Superior / Manager

Checked By: _____ Approved By: _____

HR / Admin Specialist

HR Manager/ Department Head

For HR/Admin:

Notes: _____

Processed by/date: _____