

Gretchen F. Buton

199 Ben Marie St., Agleham Compound
Barangay Parada, Valenzuela City
August 7, 2025

Mr. Rofel P. Lachica

Operations Manager
Vican Security Services Corporation
Brgy. Teresa Village, 5 Faith, Project 8
Quezon City, 1106 Metro Manila

Subject: Resignation Letter

Dear Mr. Lachica,

I hope this letter finds you in good health and high spirits.

I am writing to formally tender my resignation from my position at Vican Security Services Corporation, effective August 7, 2025.

This was not an easy decision, as my time with the agency has been both valuable and rewarding. However, after careful thought and consideration of my personal and professional growth, I believe this is the right step forward for me at this point in my career.

I would like to express my heartfelt gratitude for the support, guidance, and opportunities I have received during my tenure. It has been a pleasure working with a team that values dedication and professionalism, and I am truly thankful for the experiences I have gained.

Please let me know how I can assist in ensuring a smooth transition. I am committed to wrapping up my responsibilities and providing any necessary assistance during this period.

Thank you once again for the opportunity to be part of Vican Security Services Corporation. I wish the company continued success in all its endeavors.

Sincerely,

Gretchen F. Buton