February 21, 2024

Electronics Ave.,

FTI Special Economic Zone,

Taguig City, 1630 Philippines

Good Day,

I am writing to formally submit my resignation from my position as an Application Developer at Team Pacific Corporation.

This decision has not been an easy one, as I have thoroughly enjoyed my time working with the exceptional team at Team Pacific. However, due to unforeseen financial needs arising from my brother's pursuit of higher education in Quezon City, I find it necessary to relocate and seek new opportunities closer to his academic institution.

I assure you that I will make every effort to ensure a smooth transition during my remaining time with the company. I am committed to completing ongoing projects and assisting in the handover of responsibilities. With this, I am requesting if I could possibly render for a total of three (3) weeks in order to assist my brother and myself also in finding another place.

I am truly grateful for the opportunities for professional and personal development that Team Pacific has provided me during my tenure. I have learned valuable skills and gained meaningful experiences that will undoubtedly contribute to my future endeavors.

I would like to express my sincere appreciation for the support and collaboration I have received from both my colleagues and superiors. I am thankful for the positive work environment and the valuable relationships I have built.

Thank you for your understanding.

Sincerely,

John Raymark LLavanes

APPROVED & ACCEPTED BY

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MARIA ELOIZA D. RICO EMMANUEL NATIVITAD