

12/10/2025

**Jade Ryan D. Lobiano**

Cabugan, Bindoy, Negros Oriental 6209  
09560016368

**To Whom It May Concern**

Straive Dumaguete  
Valencia Road, Bagacay  
Dumaguete City, Negros Oriental 6200

Dear Sir/Madam,

I am writing to formally resign from my position as **Content Analyst** at **Straive Dumaguete**, effective on, **December 13, 2025**.

This decision is primarily due to **health and security considerations**. I believe it is important to prioritize my well-being, and I intend to take some time to rest before pursuing opportunities that will better secure my health and overall balance in both my professional and personal life. I am sincerely grateful for the experiences, training, and support I have received during my time at Straive. Working here has significantly enhanced my skills and contributed to my professional growth.

Thank you once again for the opportunity to be part of Straive. I wish the company continued success in the future.

Sincerely,

**Jade Ryan D. Lobiano**