

Date: February 10, 2021

Dear Sir,

Good Day!

This letter is my formal notification that I am resigning my position as Staff. My last day of employment will be on February 10, 2021. Thank you for giving me an opportunity and being part of your company. I am very sorry for not continuing my contract.

Thank you and God Bless.

Sincerely;



MARY JOY BERMEO