

July 18, 2022

Mcdonald's Maimpis,  
MacArthur Hi-way, Brgy. Maimpis,  
City of San Fernando,  
Pampanga 2000

To MCDO HR Dept,

I'm Jamvee Joyce David, currently working as job position here at MCDO Maimpis Branch, insert other mentions here, would like to send this letter as my formal resignation to your good company.

I apologize this being so sudden but due to uncertain time conflicts on my end specially with regards of my studies results to why I'm having a hard time committing scheduled works in your good company. It harms also my performance so instead of me dragging the whole team because of this, would like to give up the work and focus on my studies further.

I hope you understand my circumstances and looking forward to your kind consideration on this matter.

I wish the best for your good company.

Thankfully Yours,

Jamvee Joyce David