

January 5, 2018

Anna Marie C. David

Madapdap Rest. Mabt. City, Pampanga

0995-693-2364

Mr. Azer Yusi

HR Supervisor

Envirocycling Fiber Inc.

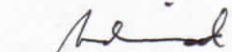
Good day, sir!

I have received a notice to explain letter last January 4, 2018 due to excessive tardiness dated: December 2, 2017; December 5, 2017; December 20, 2017; December 26, 2017 and December 28, 2017.

I am aware of my tardiness for the month of December and I know that such working habit reflects who am I as an employee. These instances are honest negligence on my part. I will see to it that for the next coming months, I will come to office as early as possible.

Thank you for your kind consideration.

Respectfully,



Anna Marie C. David

HR Assistant

Envirocycling Fiber Inc.