

ANDRES P JARIO
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October 17, 2023

HR Straive Dumaguete
Bagacay, Dumaguete City
Negros Oriental

Dear Sir/Ma'am,

This is a formal notification that I intend to resign from the Data Analyst at Straive, effective October 17, 2023 until November 15, 2023 . To give as much time as possible to find and train a replacement, I am providing this notice well in advance of my departure.

I am grateful for my time at the company and appreciate the support I received to help me grow as a professional. The opportunities granted to me and the connections I've made here will always be a valuable stage in my development.

Please contact me for anything needed to make the transition process easier. I am happy to explain the details of my job to my replacement and any current projects I've been working on.

Sincerely,



Andres P Jario

Noted by:

Marra Cathrina Gelido Celzo
Group Lead, Operations
Production Management

Arnel Ocon Roquero
Team Leader
Content Engineering & Analysis