

Jean Maica Ramos  
Comunal, Calapan City  
Oriental Mindoro, 5200

October 11, 2023

Shaun Aaron Reyes  
Project Manager – AMS  
Indra Philippines, Inc.

Dear Sir Shaun:

Good day!

Please accept this letter as my formal notice of resignation from my current position as Systems Engineer. My last day of work will be on November 27, 2023.

I have given this decision a lot of thought and I have decided that it is best for me to move on and pursue my position elsewhere.

I thank you for providing me such wonderful opportunity to work with team for the past few months. I have been grateful for the learnings and experience that helped me grow my career skills.

I am ready to offer any assistance necessary to facilitate the transition of duties and responsibilities to my successor.

Sincerely,  
  
Jean Maica Ramos