December 3, 2021

Fujitsu Die-Tech Corporation of the Philippines

113 East Science Avenue, SEPZ

Laguna Technopark, Biñan Laguna

**To: Mr. Gilbert Valenzuela**

TDM Sr. Manager

**Cc: Mr. Archie Espedido**

Sales Supervisor

Dear Sir,

This is to formally inform you that I’m resigning from my position as Sales Staff of Fujitsu Die-Tech Corporation of the Philippines effective on January 3, 2022.

I would like to extend my deepest gratitude towards you for offering me an opportunity for serving this company. My learnings’ and experience here will be my guide in pursuing my profession.

Over my 7 years of employment at this company, I enjoyed working and contributing in Sales and Design Section. This resignation is intended because I’m applying to work in other organization for salary upgrade as well as to improve my skills and knowledge.

Thank you for your understanding of my decision to leave the company, and for all your support and guidance. It’s been a pleasure working as a part of your team and I wish continuous success for Fujitsu Die-Tech Corporation of the Philippines.

Again, thank you very much for all your support and understanding.

Sincerely Yours,

**Manilyn R. Ratonel**

Sales Staff