

To: Department Heads  
Sophia Jewellery Inc.

From: Lourdes Jane S. Climaco  
HR Admin Assistant

Noted by: Atty. Angelique Margaret T. Natividad  
HR Director

Re: Notice of Separation

Date: April 15, 2019

---

This is to inform you that Leslie Abejaron, Empowerment Consultant of SJI at Kidapawan has tendered her resignation effective May 25, 2019.

In connection with this, kindly check her accountabilities for settlement on or before May 25, 2019.



For your information and guidance.

Thank you.

