To:

Department Heads

Sophia Jewellery Inc.

From:

Lourdes Jane S. Climaco

HR Admin Assistant for Records

Noted by:

Atty. Angelique Margret T. Natividad

HR Director

Re:

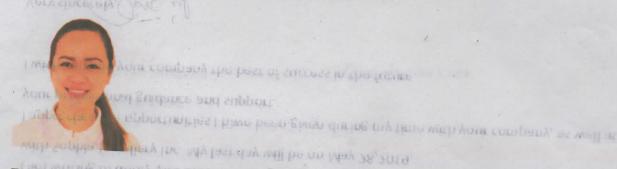
Notice of Resignation

Date:

March 25, 2019

This is to inform you that Jessa Jeil J. Lanayan, Empowerment Consultant of SJI at Cagayan de-Oro, has tendered her resignation effective May 28, 2019.

In connection with this, kindly check her accountabilities for settlement on or before May 28, 2019.



For your information and guidance.

Thank you.