

To: Department Heads  
Sophia Jewellery Inc.

From: Lourdes Jane S. Climaco <sup>March 25, 2019</sup>  
HR Admin Assistant for Records

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

Re: Notice of Resignation

Date: March 25, 2019

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This is to inform you that Judith R. Mandin, Empowerment Consultant of SJI at Cagayan de Oro, has tendered her resignation effective May 24, 2019.

In connection with this, kindly check her accountabilities for settlement on or before May 24, 2019.



For your information and guidance.

Thank you.