

November 24, 2025
Finance Department / Human Resources
Palawan Group Of Companies
Puerto Princesa, Palawan, Philippines

Dear Sir/Madam,

I am writing to formally acknowledge the excess salary amount of **Php 16,264.31** that was released to me due to the late processing of my resignation notification.

I am expressing my full willingness to return the said amount. In line with this, I respectfully request approval to settle the amount based on the installment plan below:

Proposed Payment Terms:

- **Initial Payment:** Php 1000 on or before November 30, 2025
- **Remaining Balance:** Php 15, 264 to be settled on a bi-monthly basis until fully paid on or before December 2026

If Finance requires a different schedule, please advise and I will gladly adjust accordingly.

I also respectfully request the **release of my BIR Form 2316**, as I urgently need it for personal and government filing purposes. As per BIR regulations, employers are required to furnish the employee with BIR Form 2316 upon separation from employment.

Thank you very much for your assistance. I appreciate your support in facilitating both the payment review and the release of my BIR 2316.

Respectfully yours,
Jay Vee Dignadice

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