



September 01, 2023

Laica Dennise Miranda
Advisor 1

Dear Laica,

This is to advise you that we have accepted your resignation effective **September 05, 2023**.

Please don't forget to forward your accomplished Exit Interview form to the HR Department, so that we can schedule you for the exit interview. You also need to secure Application for Employee Clearance form, from the HR Department which you need to route and submit to HRD once completed.

As part of your separation from the company, please surrender company documents and property under your custody. Should you fail to complete these requirements, please be aware of the following consequences:

- Non-issuance of clearance
- Ineligibility for rehire
- Release of final pay will be dependent on completion of clearance

A handwritten signature in black ink, appearing to read "Louie Allan Siose".

Louie Allan Siose
Trainer

Noted by:

A handwritten signature in black ink, appearing to read "Gil Canarias".

Gil Canarias
Training Supervisor

- I have read and acknowledged the above information.

A handwritten signature in black ink, appearing to read "Laica Dennise A. Miranda".

LAICA DENNISE A. MIRANDA
Printed Name & Signature of employee.

02/09/2023
Date