**LETTER OF RESIGNATION**

Diana Dayo Marcia

Purok 4 Tampo, Botolan

Zambales 2202, Philippines

July 2, 2022

Subic Bay Venezia Hotel

Bldg. 675 Canal Road corner Aguinaldo Street,

Subic Bay Freeport Zone 2200 Subic, Philippines

Dear Maam Flor Jalandoni,

I am writing to inform you of my intention to resign from my job as Cashier at Subic Bay Venezia Hotel, effective two weeks from today, July 20, 2022.

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities you gave me during my time at Subic Bay Venezia Hotel. Please let me know what assistance I can offer as I transition out of my current role during the next two weeks. I hope we can stay in touch going forward.

Thank you,

Diana Marcia