

29 December 2021

Cynthia Bumanlag

C & B Section Manager

Clarmil Manufacturing Inc.

RE: NOTICE OF RESIGNATION

Dear Madam,

With reference to the above, I would like to inform that I am tendering my resignation as a Programmer by giving the company's one (1) month notice as to adhere with the contract of employment with effect from. My last working day with the company will be on January 28, 2022.

My tenure with Clarmil Manufacturing Inc. has been a memorable experience and I am so thankful for the knowledge and experience I acquired. I would also like to extend my sincere thanks for the support, guidance, and assistance given to me for the past 14 years. I am happy enough to know that I helped my co-workers during my stay here.

Lastly, I thank you for giving me the opportunity to serve and be part of your team and wish all the best to the company.

Thank You.

Maita Endriga Galang

Programmer

MIS Department

CC: **Jonas Binongo**

IT Service Delivery Head

Goldilocks Bakeshop Inc.