

8/F MDCT Building, Leyte Loop,
Cebu Business Park.
Cebu City 6000
Philippines
Tel: +63 917.8667942 or 032 353 4902

December 2, 2019

Romeo M. Enso

Burgundy Westbay Tower
820 Ocampo St, Malate,
Pasay City, 1306 Metro Manila

Dear Mr. Enso,

Pursuant to Article 283 of the Labor Code of the Philippines, we regret to inform you we will be ending your employment effective **13th December 2019**, we therefore respectfully give you notice that at the close of business hours of **December 31, 2019**, the Company will terminate your employment and benefits as **Sr. Fullstack Developer**. Your position is rendered redundant due to reduction of workload and internal reorganization, the company has decided to terminate your employment.

As mandated by law, the Company will pay you one (1) month of gross monthly salary for every year of service. The company will pay you an equivalent of the sum of:

- One (1) Month, worth of Gross Monthly Salary, allowance
- Prorated 13th Month Pay
- Unused Vacation leaves liquidation
- Tax Refund (if any)

This amount will be paid to you as soon as your clearance process completed and the equipment that company has issued to you is properly turned over.

You will not be required to come to work after December 13, 2019. However, you will be required to remain reachable for a quick discussion regarding your ongoing tasks.

Thank you for your contribution and we wish you very best for your future endeavors.

Yours faithfully,

Lise BOHRER
Head of Human Resource – Viseo Asia Pacific



Marco Cabazal
Head, Cebu Delivery Center

Received by:



Romeo M. Enso
Employee