

March 14, 2025

Dear Kolin Philippines,

I am writing to respectfully request a three month extension of my employment contract as a Product Merchandiser at Robinson's Palawan Appliances.

My time at Kolin Philippines is valuable for me and I gained so much experience here. However, I recognize that there are areas where I can improve my performance. Specifically, I aim to significantly increase my sales figures over the next three months and demonstrate marked improvement in my punctuality and attendance.

I am committed to addressing my tardiness and absences. I am confident that with this extension, I can demonstrate the improvements I've outlined and become more valuable asset to the team. I am eager to continue contributing to the success of Kolin Philippines.

Thank you for considering my request I. I am available to discuss further at your convenience.

Sincerely,
Paul Brexter Mejorada