

Resignation Letter

Jhon Mark B. Espada

Blk 16 lot 32 Kabisig floodway brgy.San Andres Cainta Rizal

clarkastral@gmail.com

#09615464562

Dec 18, 2025

Kolin Philippines International Inc.

I am writing to formally resign from my position as a Product Merchandiser at Kolin Philippines effective in two weeks from today dec 18, 2025.

Please consider this letter as my formal notice, and let me know how can i assist with the transition during period.

Thank you for your support during my time at Kolin Philippines, and I wish you all the best.

Sincerely,

Jhon Mark B. Espada