



January 3, 2025

ATTENTION: **HUMAN RESOURCES DEPARTMENT
(ANSONS TRINOMA M5)**

To whom it may concern,


We would like to notify you that **MR. RAVY FRANCISCO**, product merchandiser assigned to your branch was absent on January 2-3, 2025 due to stomach pain.

His Immediate Superior, Mr. Jonald Bolocon was already informed and approved his request. I would be pleased to entertain any problem with regards to this matter.

Should you have further clarifications, please don't hesitate to contact the undersigned at 0917-596-8209 or landline (02) 851-27-11 loc. 202.

Thank you for the usual support.

For your reference,


Ms. Heizel Anne Tabagan
HR Assistant Timekeeping

