

# Ezekiel P. Macalawan

## Resignation Letter

[HR DEPARTMENT  
[KOLIN PHILIPPINES INTERNATIONAL INC  
[Kolin bldg 1854 Sta Rita St, Guadalupe  
Nuevo Makati City

JANUARY 15, 2025

To HR Department

Kindly accept this letter as my formal resignation from my position as Sale Promoter at kolin Philippines Inc. My last day of work will be January 31, 2025..

. Thank you for the opportunity to work in your company and i am gratefull for the experience and knowledge gained during my time here.

I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work.

Plese let me know if there is anything else can i can do to assist with the transition

Ezekiel P. Macalawan