

To:
The HR Officer and management;
Forsight Business Corp.
116. F.Roxas St. Grace Park West , Caloocan City
March 05, 2025

Subject: Resignation Letter

Shalom Mabuhay!

Greetings of peace and prosperity!

I hope this letter finds you well. I am writing to formally submit my resignation from my current position as HR Staff under Forsight, effective end of July 2025.

It has been a privilege to work at Forsight and to the other group of company and be part of such a dynamic and dedicated team. I want to express my sincere appreciation for the opportunities and experiences I have had during my tenure here.

After careful consideration, this decision was not an easy one for me to make. But, due to personal circumstances. I have to step down from my current role. I have made the difficult decision to move on to new challenges in my career. I have learned and grown both professionally and personally during my time at the Company, and I am grateful for the support and mentorship I have received from my colleagues.

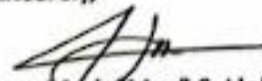
I've found an opportunity that better aligns with my career goals and financial needs, I am now a Caregiving-NCII passer and I think this role allows me to better balance my professional and personal commitments.

I understand the impact this may have caused on the tasks I am currently working on, and I want to assure you that I am committed to making a smooth transition of my work before my departure. Please let me know how I can be of assistance in ensuring a seamless transition of responsibilities.

I understand that there may be formalities to be completed, such as finalizing my paperwork, returning company property, and processing my final paycheck and benefits. Please provide me with guidance on the next steps.

Thank you for your understanding and support during this transition period.


Sincerely,


Jhon Mark "Max" S. Llobrera
HR Staff

Recommending Approval:

Ad I want do talk w/ max


NESTLY S.D. RESPLENDOR
5/30/25

Recommending Approval

5.30