

Richard Estrada Mabao

Resignation Letter

January 13, 2026

Maeanne Baptista

Area Manager

GRACIOUS GROUP LENDING PHILS. CORP

Dear Malam/Sir,

Magandang araw po.

I am writing to formally submit my resignation from my position at GRACIOUS GROUP LENDING PHILIPPINES INC, effective January 20, 2026.

Ang reason po ng aking resignation ay kailangan naming bumalik sa aming probinsya dahil kami ang magha-handle ng salon ng relative namin doon. Dahil sa relocation na ito, hindi ko na po magagampanan ang aking duties sa kumpanya. Gusto ko po sanang magtrabaho pa sa inyong company, ngunit hindi na po ito posible dahil sa aming paglipat.

Nagpapasalamat po ako sa opportunity na maging parte ng GRACIOUS GROUP LENDING PHILIPPINES INC, pati na rin sa support at experience na aking natutunan habang ako ay nagtatrabaho dito. Sisikapin ko po na maging maayos ang turnover ng aking responsibilities bago ang aking last working day.


Maraming salamat po sa inyong pang-unawa

Respected Sir,  
I am writing to formally submit my resignation from my position at GRACIOUS GROUP LENDING PHILIPPINES INC, effective January 20, 2026.



Richard Mabao

I am writing to formally submit my resignation from my position at GRACIOUS GROUP LENDING PHILIPPINES INC, effective January 20, 2026.



WILLIAM GEORGE CORDOBA JR.

1/14/2026



LIZETTE SULIT  
(AG)



MAEANNE BAPTISTA  
1/14/2026



JEFFERSON TOMAS