

8th June 2025

To: **AGBAYANI, Reyan Sensano**

Subject: Conclusion of Employment Contract - September 2025

Dear Reyan,

This letter is to formally notify you that I have decided not to renew your employment contract when it concludes at the mid of September 2025. Your last day of employment will be 13th September 2025.

This was a difficult decision to make. You have been a valued part of our household since 13th September 2017, and we sincerely appreciate your dedication, hard work, and the care you have provided over the past 8 years. Your contributions have made a significant positive impact on our daily lives, and we are truly grateful.

Your final payment, including all wages and applicable accrued benefits, will be provided to you on or before your last day.

Please return any keys, access devices, or other property belonging to us by your last day.

We wish you the very best for your future endeavors. Should you need a reference for future employment, I would be happy to provide one based on your years of service with us.

Thank you again, Reyan, for your years of faithful service. We will remember your time with us fondly.

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