

SUBJECT: RESIGNATION LETTER

January 3, 2019

XXXXXXXXXXXXXXXXXX

Danao City, Cebu

Dear Sir/Madame,

Please accept this letter as my formal resignation from my position as Offline Operator at Minebea Mitsumi, effective 1 week from today's date. This is for the reason that I will have to take good care of my children.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

MA. XXXXXXXXXXXXXXXXXXXX