

**Emelie D. Casing**  
Purok 4, Brgy. Tongonan  
Ormoc City, Leyte  
09654069983  
[emeliecasing7@gmail.com](mailto:emeliecasing7@gmail.com)

4 July 2025

**HR Manager**  
Visayas State University  
Brgy. Pangasugan, Baybay City  
6521 Leyte

Sir/Madam:

Greetings!

Please consider this letter as my intent to re-apply as a part-time instructor at your established institution this coming First semester Year 2025-2026. I believed that I have gained lot of experience in this field and hoping to gain more. I will assure you that I will continue to give my inner most service in this institution.

Looking forward to still have fruitful years working with you. Thank you for your kind attention and consideration.

Sincerely,

**EMELIE D. CASING**  
Applicant