

December 20, 2023

DR. MARIA VANESSA E. GABUNADA

Department Head, DALL
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gabunada,

Good day!

I am writing to formally express my intent to renew my contract as a Part-time Instructor at the Department of Arts, Languages, and Literature.

Over the past couple of semesters, I have thoroughly enjoyed my time teaching at Visayas State University. It has been a privilege to collaborate with some of the most talented and dedicated instructors and professors in the field. Sharing my knowledge and experience with both students and colleagues has been a gratifying experience. The enthusiasm and dedication to learning demonstrated by my students have been truly remarkable and a continual source of inspiration.

Confident in the quality of instruction and teaching I provide, my approach prioritizes student engagement while fostering collaboration and encouraging critical thinking. I am dedicated to maintaining a safe and comfortable classroom environment where students feel supported to take risks and share their ideas. I am eager to continue contributing to the growth and success of this university through my work in this department.

I appreciate the opportunity to discuss my intent to continue working in this department. I am excited about the prospect of extending my tenure at the Department of Arts, Languages, and Literature and look forward to the possibility of contributing further to the university's success.

I anticipate your positive response and look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dyan Agordo', with a stylized flourish extending from the end.

DYAN AGORDO