

Emelie D. Casing

Purok 4 Brgy. Tongonan,

Ormoc City, Leyte

09654069983

emeliecasing7@gmail.com

28 July 2023

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 2023-2024. 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