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8 January 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 Second semester Year 2024-2025. 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