



**PHILIPPINE GENERAL HOSPITAL**

The National University Hospital  
University of the Philippines Manila  
Taft Avenue, Manila

"PHIC Accredited Health Care Provider"  
ISO 9001 Certified

\_\_\_\_\_  
(Date)

The Director  
Philippine General Hospital  
M a n i l a

S i r :

I have the honor to tender my resignation as a \_\_\_\_\_ in  
the \_\_\_\_\_, Philippine General Hospital effective  
(place of assignment)  
\_\_\_\_\_, 20 \_\_\_\_\_ for the following reasons :

I would like to express my heartfelt gratitude to you and the entire staff for the trainings and  
experiences I got during my stay in the hospital.

I hope for your favorable consideration

Very truly yours,

-----  
ENDORSED BY:

\_\_\_\_\_  
Signature Over Printed Name  
Permanent Home Address:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Employee's performance:

\_\_\_\_\_  
Head of Department/Division/Office

\_\_\_\_\_  
Date

[ ] Outstanding [ ] Satisfactory  
[ ] Very Satisfactory [ ] Unsatisfactory  
[ ] Poor

-----  
CHECKED/NOTED BY:

\_\_\_\_\_  
Chief Administrative Officer  
Budget Services Division  
Item No. \_\_\_\_\_  
PGH Plantilla C.Y. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer  
Human Resource Development Division

\_\_\_\_\_  
Date

**APPROVAL RECOMMENDED:**

For the Director:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date