

May 9, 2024

Good day,

I apologize for the short notice. I am writing to formally notify you of my resignation from my position as a Documentation Specialist effective immediately May 9, 2024. Regrettably, I must leave due to personal family circumstances that require my immediate and undivided attention.

Although it is difficult to leave a job and team that I truly enjoy, I believe it is essential for my family's well-being that I make them my primary focus.

I appreciate your understanding and support during this complex time. Your mentorship and the team's camaraderie have made my tenure here truly valuable, and I will remember my time at iPloy fondly.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Giva', with a stylized flourish at the end.

Carmel Giva