

**Jerome Tagalog**  
**Team Lead**  
**Patient Pay**  
**IPloy, OPC**  
**January 16, 2026**

**Angelo Manal**  
**Operations Manager**

Dear **OM**,

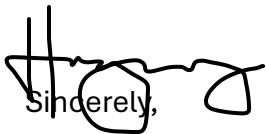
I am writing to formally resign from my position as a team leader effective February 16, 2026.

The decision is not easy, and I have spent ample time evaluating this decision. I came up with this decision due to personal and health reasons.

I am grateful for the opportunities, support, and guidance I have received for the 6 years I had with the company. Working with you and the team has been a valuable experience, and I truly appreciate the professional growth and collaboration I've gained here.

I will do everything I can to ensure a smooth transition, including completing outstanding tasks and assisting with knowledge transfer as needed. Please let me know if there are any specific priorities you would like me to focus on over the next few weeks.

Thank you again for the opportunity to be part of the team. I wish you and the organization continued success.



Sincerely,

**Jerome Tagalog, EID 1694**