

Dear Ms. Jane Vito,

Please accept this letter as formal notification of my intention to resign from my position as Insurance Specialist with iPloy OPC. My final day will be November 10, 2023 as per my notice period.

I would like to thank you for the opportunity to have worked in the position for the past f2 years and 6 months. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the next few days, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues or to my replacement. Please let me know if there is anything further I can do to assist in this process.

Sincerely,
Suzane R. Bigoli

A handwritten signature in black ink, appearing to read 'Suzane R. Bigoli', positioned to the right of the typed name.