

April 01, 2024

IPLOY OPC
16th Floor One Montage
Archbishop, Cebu City


Good day!

Please accept this letter as my formal resignation from my position as Customer Service Representative/Intake Specialist at Central Intake Department effective immediately due to health and personal reasons.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,


Grace Gabato