

Aljun Ogario Santillan

Ibabao Tugbongan, Consolacion, Cebu

(0992) 483 9186

[aljunsantillan248@gmail.com](mailto:aljunsantillan248@gmail.com)

August 15, 2023

Dear Management,

Please accept this letter as a notice of my formal resignation from the position Medical Billing Specialist in iPloy Staffing Solutions, effectively immediate on August 15, 2023. I am making this decision to have a rest for a short period of time and to take time with my two children.

I appreciate the opportunity that was provided by iPloy to me and rest assured the knowledge on the job will be carried with me in my whole life.

Wishing you everything of the best for your continued success.

Regards,