

November 15, 2023

Iploy, OPC

9<sup>th</sup> Floor Ayala Center Cebu Tower

Cebu Business Park, Cebu City 6000

Human Resources Department:

Good day! Please accept this letter as a form of my resignation as an Intake Specialist, effectively today, November 15, 2023. Due to personal matters, I have fully considered and decided to end my job in your company.

It has been a great pleasure working with you for nearly 2 years. I really appreciate the opportunities given to me being under the Intake department. Thank you for the knowledge and support which led to my growth and development as your employee.

Please let me know how I can provide my assistance regarding the exit process for my remaining benefits. I can be reached through my personal email, [jimenezjullina8@gmail.com](mailto:jimenezjullina8@gmail.com) and mobile number, 09850942082.

Respectfully,



Jullina L. Jimenez