

Dear Employee Relations Team,

I hope this letter finds you well. I am writing to inform you of my decision to resign from my position as a Call Center agent effective this Monday October 16,2023.

I have greatly valued my time here at iPloy and have learned a tremendous amount during my tenure. I appreciate the support and guidance provided by both my colleagues and Team Leader. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I am committed to ensuring a smooth transition and am willing to assist in finding a suitable replacement or training my successor during my notice period. I am also open to completing any necessary paperwork or tasks to facilitate the transition process.

I would like to express my gratitude for the opportunities and experiences I have gained while working at iPloy. I am confident that the skills and knowledge acquired here will be valuable assets In my future endeavors.

Please let me know if there are any specific procedures or forms that need to be completed prior to my departure. I am more than happy to cooperate with any exit processes in place.

Thank you once again for the support and understanding throughout my time at iPloy. I look forward to stay in touch and wish the company continued success.

Sincerely,

  
MARYCRISN LABAIN  
Agent