

August 16, 2024

Reymar Lagnason

CSR Billing Patient Pay Dept. Team Lead

iPLOY Staffing Solutions

9th floor Ayala Center Tower

Cebu Business Park

Dear Ron,

Good day and hope all is well!

I am writing to inform you of my intention to resign from my position as Customer Service Rep Billing-Patient Pay Dept. at iPLOY Staffing Solutions, effective September 16, 2024.

Aside from my personal reason, my career goals have changed as well. I have made this decision after careful consideration and believe that it is the right time for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities for growth and development that the management/leadership team have provided during my tenure. Thank you for your guidance and support.

I hope this month-long notice is sufficient for you. If there is anything I can do to help with the transition, please let me know. Thank you very much for the opportunity to work here.

Sincerely,



WARREN ARDINA