

Dear TL Eddie,

I am writing to formally resign from my position as Customer Service Specialist, effective February 01, 2026, in accordance with my notice period.

I am truly grateful for the opportunity to have been part of the team. My time at the company has allowed me to grow both professionally and personally, and I sincerely appreciate the support, guidance, and experience I have gained while working with such dedicated colleagues and leadership.

This decision was not an easy one, but after careful consideration, I have accepted an opportunity that will allow me to further develop my skills and grow professionally.

I will always value the knowledge and skills I developed here, as well as the positive working relationships I built along the way. Please be assured that I am committed to ensuring a smooth transition and will do my best to assist with handover responsibilities during my remaining time.

Thank you again for the opportunity and for making my experience a meaningful one. I wish the company and the team continued success in the future.

Warm regards,


Justine May Castimoso