

Hello HR,

I am writing to formally resign from my position as Insurance Change representative effective today 12/31/2025.

This decision was not easy, but after careful consideration, I have decided to step down so I can focus on taking care of my infant child while also seeking a work-from-home opportunity that will allow me to better balance my family and professional responsibilities.

I am truly grateful for the opportunity to have worked with you and the team. The experience, guidance, and work ethics I've gained here have been invaluable, and I will always carry them with me in my career.

Thank you for your understanding and support. I am committed to ensuring a smooth transition during my remaining time.

Sincerely,


Lories Ann Quindala