

IPLOY-OPC CEBU
9TH Floor, Ayala Center Cebu Tower
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To IPLOY-OPC CEBU Management,

I regret to inform you that I am resigning from my position here immediately as a Customer Service Support for personal reasons. My last day will be today. I know this is unexpected, but I am happy to assist you in customer service.

I cannot thank you enough for the opportunities this company has provided me. Working with you for the last 8 months has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here. Especially, my very kind Team Leader Jeff Martin.

I will miss both the patients and the company alike very much.

If there's anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies for making March 6, 2023 my final day in your company.

If necessary, I can be available for email inquiries from home.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,

A handwritten signature in black ink, appearing to read 'AMD' with a stylized flourish.

Anna Mary David.