

Andrea Mae L. Antigua
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September 27, 2022

Alvin Villareal
Team Lead
iPloy Staffing Solutions

Dear Alvin Villareal,

Please accept this letter as formal notice of my immediate resignation from my position as Customer Service Representative at iPloy Staffing Solutions- Patient Pay. I know this is unexpected, however, I regret to inform you that the month of September has been very hard for me physically and mentally. The main reasons for my resignation are because of studies, family, and health problems.

My decision to resign was made after long and careful consideration. I want to express my sincere gratitude for allowing me the opportunity to work in this position for the past 3 months. I have enjoyed working here and I am grateful for all the guidance, support, and opportunities given to me. This experience allows me to push on my limits, career advancement, and future development.

Once again, I would like to thank you for the opportunities that were given to me from iPloy Staffing Solutions and also to the RCM-Patient Pay Department. I wish you and the company more success in the future.

Sincerely,

Andrea Mae Antigua