

Patricio Aleman Street, Poblacion Ward 2
6046 Minglanilla, Cebu
June 6, 2024

iPloy OPC
16th Floor, One Montage
Archbishop Reyes Ave
6000 Cebu City

Dear Ma'am/Sir,

I hope this email finds you well. I am writing to inform you that I have decided to resign from my position as the Medical Documentation Specialist, effective immediately. My last day of work will be on June 6, 2024.

After much thought and consideration, I have decided to pursue another field of work in order to achieve my career growth goals and hopefully align to the course that I've graduated in College. I am excited about the opportunities that lie ahead and I look forward to this new chapter in my career.

It has been an honor working for this company and I am grateful for all the things that this organization has taught me. I want to take this opportunity to express my sincere gratitude for the trust that you have given me and for allowing me to be part of this growing company.

Thank you for your understanding and support during my time here. I wish everyone at the company continued success and growth.

Sincerely yours,



Chezca R. Artagas