

Jea Navarro
El Monteverde,Lamac
Consolacion,Cebu 6001

December 19,2022

Janette Trina Leigh Aquino
Team Lead
Iploy,OPC
9F Ayala Center Cebu Tower,Bohol St.
Cebu Business Park

Please accept this letter as formal notice of my immediate resignation from my position as Customer Service Representative at Iploy,OPC. I am unable to work anymore since no one can attend my child's need.

Thank you for allowing me the opportunity to work in this position for the past 4 months. I have enjoyed working here and I'm grateful for all the guidance,support, and opportunities given to me.

Thank you again for the opportunity,and I wish you and Iploy,OPC all the best for the future.

Yours sincerely,

Jea Navarro

Janette Trina Leigh Aquino
Team Leader