

**Queencienne Dawn T. Rabanuel**

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HR Department  
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March 16, 2023

To whom it may concern;

It is with great regret that I write this letter as my resignation, effective on March 17, 2023. I sincerely apologize for not providing sufficient prior notice. Kindly accept my resignation from the post Customer Service Representative due to time constraints as I have decided to pursue my studies and juggling both studies and work is gravely affecting my health. I've been thinking about it for a while now, and I've come to this decision with a heavy heart.

I cannot thank you enough for providing me with such an incredible opportunity at your company. Working with you has been instrumental in my personal growth and development.

I will genuinely miss your company as I have found such a wonderful place to work. I do hope we stay in touch. You can reach me through my email [queenciennedawn26@gmail.com](mailto:queenciennedawn26@gmail.com). Thank you very much, and God bless.

Yours sincerely,

Queencienne Dawn T. Rabanuel