

Mier, Rica May R.
35-A Zmanor Bldg. Junquera Ext. Cebu City
09692505373
ricsmier@gmail.com

Human Resource Department
IPLOY OPC
16th Floor One Montage,
Archbishop Reyes, Cebu City 6000 Cebu City, Philippines

To Whom may it concern,

Please accept this letter as my notice of formal resignation as a Customer Service Representative effective on the 31st of January 2023. The last five months were a great experience for me to work under your guidance but now I need to step down from my current position. After giving much thought I have decided to complete my studies which is going to commence next month.

I am deeply appreciative of the opportunity the company has provided for a newbie like me to build skills in numerous areas. With your mentorship and guidance, this position has been one of my most rewarding experiences. Thank you so much for an excellent 5 months with IPLOY. I have sincerely enjoyed my time working with you and I look forward to reconnecting in the future.

I wish you and the company the best going forward.

Respectfully yours,

Mier Rica May R.