

Maikee Imperial

# Resignation Letter

January 28, 2025

IPloy Staffing Solutions

16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu, Philippines

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To Sir/Ma'am,

Kindly accept this letter as my formal resignation as a Customer Care Specialist. My last day is expected to be on February 28, 2025, 1 month from today. I have accepted an offer of employment abroad and am excited to embark on a new chapter in my professional career.

I am incredibly grateful for the opportunities that I have been given in this post. I value the insights that I have learned, and I expect them to help me in my future endeavors. I would also like to thank you for being supportive of my professional growth. I have enjoyed working with you and the rest of the team.

I wish the company success.

Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved. Thank you.

Best wishes,



*Maikee Imperial*