

Mitzie Miel B. Lederos  
3399 J Labra St. Yoreco Guadalupe Cebu City

Dec. 13, 2022

Mr. Jeff Martin (Team Lead)

To the Management,

Please accept this letter as my formal resignation from my position as Customer Service Representative. I will be leaving my position due to personal reasons.

While I do regret any inconvenience my resignation will cause for you and my team/Co-workers, these personal reasons are beyond my control and must be attended to immediately. I will do all I can to ensure that my leaving is as smooth as a transition as possible. Effective date of my resignation will be today Dec. 13, 2022

I have thoroughly enjoyed my time here at iPloy and I will always remember the opportunity you have given me. I wish you all well and thank you for your consideration.

Sincerely,

  
Mitzie Miel B. Lederos