

CHARLYNMAY A. GALGO
COSTUMER SERVICE REPRESENTATIVE
iPLOY OPC.
DATE: JUNE 9, 2023

MARISA CASIPONG
TEAM LEADER
iPLOY OPC.

Dear Marisa Casipong,

Through this letter I hereby announce my immediate resignation from position of Costumer Service Representative (CSR) at iPLOY OPC.

My last day of employment will be today at June 9, 2023. As I was experiencing a lot of sickness lately that are concerning, I might be also going back to the province and also some personal reasons.

My apology I have to leave with such short notice, but I'm confident that the CSR Re-Authorization team will continue to thrive for success.

I would like to thank you for the support and the opportunities that was provided to me during my time here @ iPLOY for past 7 months.

You have my full commitment and cooperation for a smooth transition of responsibilities. Please let me know how I can be of further assistance.

Sincerely,


CHARLYNMAY A. GALGO