

RESIGNATION LETTER

Date : September 20, 2023

To : The Manager

Sir/Ma'am,

I am writing to inform you of my immediate resignation from my position at your company, effective immediately.

Unfortunately, I've been facing severe health issues that require immediate attention and I am unable to continue working in my current capacity as I am unable to meet the expectation as CSR while struggling with the illness. My doctors and I feel it would be best to remain focused on recovering.

Thank you for the opportunity to contribute to your team and for the understanding. I've enjoyed working for iPloy and I cherish my time here and I wish the organization all the success.

Thanking you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Puno', with a stylized flourish at the end.

Michelle Puno