

Dear Trina Aquino,

Please accept this letter as formal notification of my intention to resign from my position as Patient Pay Collector with IPloy. My final day will be March 14, 2023, per my notice period.

Thank you for the opportunity to have worked in the position for the past two and a half months. I have learned much during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the next following days, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues or my replacement. Please let me know if there is anything further I can do to assist in this process.

Sincerely,



CHARIAH L. GIMENA - 03/14/2023