

# Readin P. Campano

## Resignation Letter

HR Manager  
Human Resource Department  
iPloy, OPC  
One Montage, Archbishop Reyes Ave,  
Cebu City, Philippines

**June 15, 2023**

To **HR Manager:**

Please accept this letter as my formal notice of resignation from the position of Authorization Specialist from the Initial Authorization department. Due to my current circumstances, I will be leaving the company today, June 15, 2023.

After giving it some thought, I've made the decision to start a new career working in a different field abroad. I need to stay and give sufficient time with my family and friends in Bukidnon, and as well as prepare some necessary documents or requirements before I leave the country in the second week of July this year.

After five months of dedication, I am incredibly grateful for the opportunities that I have been given in this post. Additionally, I want to thank the team for supporting my professional development, especially my TL and STL. This knowledge and expertise I have gained will always be a tremendous asset in my entire career.

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

Best wishes,

  
Readin P. Campano

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