

Rhey-Ann Francisco

Resignation Letter

IPloy, OPC
16th Flr. One Montage Building
Archbishop Reyes Ave.
Cebu Business Park, Cebu City, Cebu
Philippines 6000

03/27/2024

To whom it may concern,

Kindly accept this letter as my formal resignation as Customer Service Representative. My resignation will take effect on 03/29/2024

I sincerely apologize for the abrupt timing of this announcement, however I decided to immediately resign since I am urgently needed at home to handle our family business. I am incredibly grateful for the opportunities that I have been given in this post. I am very thankful for the 1 Year and 2 months that I have spent in this company that provided me growth and limitless opportunities. I truly appreciate the people that have been part of my tenure in this company. I am grateful for the guidance and support during my stay.

I would like to end by thanking you for your understanding and I would like to apologize once more that I have to leave it so abruptly.

Respectfully,



Rhey-Ann D. Francisco