

Ron Lagnason

Team Leader

IPloy OPC

9th Floor, Ayala Center Cebu Tower (ACCT)

Bohol St, Cebu Business Park

Cebu City Philippines 6000

Sheena Go

Process Trainer

IPloy OPC

9th Floor, Ayala Center Cebu Tower (ACCT)

Bohol St, Cebu Business Park

Cebu City Philippines 6000

Hello TL Ron/ miss Sheena,

Please accept my official notice of resignation from my customer service representative position, effective immediately. I have decided to move on due to the fact that I have received an offer with better compensation and a morning shift schedule that I prefer. It also affects my health because of the graveyard shift scheduled.

Thank you so much for allowing me the opportunity to learn on the job. I know the time I've spent at this company is just a few weeks, but I've enjoyed staying here.

Thank you so much for your kind understanding.

Sincerely,

Kendrel Faye Obeso