

Resignation Letter

Tabo, Julianna Belle

Cebu City, 6000

iPloy OPC

Cebu Business Park, Bohol Ave,

Cebu City, Cebu 6000

May 16, 2023

To Ms. Lovely Despi:

Kindly accept this letter as my formal resignation as a Customer Service Representative in AdaptHealth, iPloy OPC. My last day is expected to be on May 16, 2023. I am resigning from my position because of personal reasons.

I want to express my gratitude for the time I have spent as a trainee at iPloy OPC. The experiences and knowledge I have gained during my training have been invaluable, and I am truly thankful for the support and guidance I have received from my colleagues and supervisors.

While I understand that resigning as a trainee may pose some challenges, I assure you that I will do everything in my power to ensure a smooth transition for my replacement. I am willing to provide any necessary documentation, assist with training, or offer guidance to help minimize any disruption to the team and the work we are doing.

Best wishes,
Tabo, Julianna Belle



