

Resignation Letter

Jose, Ana Margarita

Cebu City, 6000

iPloy

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. My last day is expected to be on May 16, 2023. I am resigning from my position because of personal reasons.

I am incredibly grateful for the opportunities that I have been given. I would also like to thank you for being supportive of my professional growth, for your mentorship and guidance. I have enjoyed my stay at iPloy and will miss my colleagues.

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

Best wishes,

Jose, Ana Margarita