

Angelie A. Basilan  
Purok Solid 1 Sitio Hesperanian Tungkop,  
Minglanilla, Cebu 6046

October 02, 2023  
16<sup>th</sup> floor, One Montage  
Archbishop Reyes Ave,  
Cebu City, Cebu, 6000

Dear Management,

This letter is to inform you that I will be resigning my position as Customer Service Representative under Order Specialist effective immediately (October 02,2023). A sudden decision from my family came up, where in we have fully decided to be residing in Bohol for good.

Thank you for giving me the opportunity to work in your company as Customer Service Representative in the past few months. I am very saddened by this as I enjoyed my job , the people I worked with and the company I worked for.

Again, thank you for the opportunity and I wish for all the best for the future of the Metrics Call Services.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Basilan' with a stylized flourish at the end.

ANGELIE ALBURA BASILAN