

JERICO G. BONGOSIA

Gov. Cuenco Avenue, Banilad, Cebu City

jericobongosia@gmail.com

Subject: Resignation

To Whom it May Concern,

Please accept this letter as a formal resignation of my position as Customer Service Representative at iPloy effective July 31, 2023. I am regretful on not being able to give the prior notice.

I decided to resign from the company due to personal and health reasons and it is threatening to affect my work. I believe that it is in the best interest of both me and the company that I resign from my position so that no harm is done on either side.

I do hope you understand and accept my resignation. I wish your company success.

In case you need my help for processing my resignation, please contact me at 09752612133 or through my email address above. Thank you.

Sincerely,



Jerico G. Bongosia