

July 30, 2024

Poblacion, Aloguinsan,

Cebu 6040

Dear Management,

I would like to inform you that, after my thorough reflection, I decided to resign from my position as a CSR Order Specialist effective this day. It is because I have decided to pursue further education, which requires more time and dedication.

I am always grateful since this is my first job and the first company to believe in me. I learned a lot of things and met amazing people. Even though this decision is too hard since I am happy and comfortable with my job, I still need to focus on things that could help me grow professionally.

Nonetheless, I will always pray for the success of the company and continuous development. I am hoping for your instructions on how to leave the company in the right way.

Thank you for your understanding.

Sincerely Yours,



Angelle L. Abendan