

Trishia Mae Gurrea
632-E La Tresas St., Tres de Abril,
Labangon Cebu City
Cebu 6000
October 2, 2023

Human Resource Department
Ipjoy OPC
16th Floor, One Montage,
Archbishop Reyes Ave, Cebu City
Cebu 6000

To whom it may concern,

The purpose of this letter is to formally resign from my position as a Customer Service Representative at IPjoy OPC, effective today, October 2, 2023.

This decision has been a difficult one for me, but it has become necessary due to health problems I have been experiencing. Juggling a full-time job with a full-time study load has taken a toll on my well-being, and I need to prioritize my health and well-being at this time.

I want to express my deep gratitude for the opportunities I've had at Ipjoy OPC and for the support and camaraderie I've experienced while working with the team. I have learned valuable skills during my time here, and I will always look back on this experience with appreciation.

Please let me know if there are any specific procedures, I should follow during the notice period to facilitate a seamless transition.

Thank you again for the opportunities, and I wish IPjoy OPC continued success in the future.

Sincerely,



Trishia Mae Gurrea
(Customer Service Representative)