

February 08, 2024

To: Ms. Marishka Iris Arcilla
HR Manager
Human Resource Dept.
Iploy Inc.

Thru: Ms. Candice Villaceran
Team Leader
Billing Dept.

Dear TL Candice and to HR Manager,

Good day!

I would like to inform you that I am resigning from my position as a billing representative due to health issues. I've been sick consistently for the past months that causes consecutive absences. I know how very important to this company the attendance due to the demand of our clients. My last day of employment will be on February 8, 2024. I know this is unexpected but I'm happy to assist you in the replacement process to help alleviate the transition before my departure.

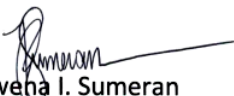
I cannot thank you enough for the opportunities that this company has provided me. Working here has been incredibly instrumental in my personal growth and development. I will never forget the colleagues and friends I have made here.

If there is anything I can do to help make this transition easier, please let me know. I hope you will accept my most sincere apologies in making 8th day of February as my final day here.

Thank you so much for your understanding on this matter. I have loved my job and enjoyed my tenure with the company. I will look back on my time here with wonderful memories. I wish you and the company all the best and I do hope our paths cross again in the future.

God bless and more power to your company!

Sincerely yours,



Rowena I. Sumeran
Billing Representative