

Annalie T. Tampus
Buhisan, Cebu City
09912123556
tampus.annalie17@gmail.com

April 1, 2024

To: iPloy, OPC HR Manager
16th floor, One Montage, Archbishop Reyes Ave
Cebu City, 6000, Philippines

Dear HR Manager,

Good day!

It is with deep regret that I am writing to inform you of my resignation from my position here at iPloy, OPC due to personal reasons/crisis, effective today April 1, 2024. I apologize for sending this letter without being able to provide early notice.

I am thankful for the opportunities and experiences provided to me during my stay here. The valuable skills I have gained here are deeply appreciated and will undoubtedly benefit me in my professional journey.

Please let me know how I can help to make this situation easier for you. If you wish to contact me, you can do so via my personal email, *tampus.annalie17@gmail.com*.

Thank you for your understanding.

Kind regards,

A handwritten signature in black ink that reads "Annalie Tampus". The signature is written in a cursive, flowing style.

Annalie Tampus