

**CHRISTINE PAGDANGANAN**  
PAKNA-AN MANDAUE

**HUMAN RESOURCE MANAGEMENT**  
IPLOY STAFF.  
MANDAUE CITY

Dear HR Manager,

I am writing to inform you that I am resigning from my position at Iploy, effective immediately January 17, 2024. Due to personal reasons, I find it necessary to step down from my role without providing the standard 30 days' notice.

I am deeply appreciative of the opportunities I have encountered during my tenure at Iploy, where I was warmly welcomed as a fresh graduate despite my lack of prior experience. The company's inclusive and supportive environment has contributed significantly to my professional growth.

Regrettably, due to some unforeseen events, I find it necessary to resign with immediate effect. This decision is not only driven by my pursuit of further studies to become an English teacher but also by the need to return to my hometown in Leyte to attend to the needs of my grandmother who is currently now bedridden. I have no regrets about my time at Iploy, as it has been a valuable chapter in my career, marked by learning and growth. I understand the importance of a smooth transition, and I am willing to assist in any way possible to ensure a seamless handover of my responsibilities. Please let me know how I can best facilitate this process.

I want to express my gratitude to the entire team and the company for the professional growth and positive experiences.

Thank you for your understanding.

Sincerely,

**CHRISTINE PAGDANGANAN**

