

Dear Ma'am/Sir,

I am writing to formally submit my resignation from my position at iPloy, effective immediately today, May 06, 2024. After careful consideration, I have decided to pursue further studies in teaching Special Education (SPED). I think this is the best course of action, in my opinion, for my future both personally and professionally.

I sincerely appreciate all of the chances that iPloy has given me. I have gained a great lot of knowledge and have appreciated the guidance and support I have received from my supervisors and coworkers.

I understand that my sudden departure may cause inconvenience, and I apologize for any disruption this may cause to the operations of the company. I'm prepared to assist with the transition process in any way I can to ensure a smooth transfer of my responsibilities.

Please inform me the necessary steps I need to take to complete the resignation process, such as returning any corporate property and completing exit procedures.

Once more, I would like to express my gratitude for the opportunity I had at iPloy, and I wish the organization continued success in the future.

Thank you for your understanding and cooperation in this matter.

Sincerely,

  
Marissa G. Schaefer