

Shaniah Faye A. Gavilo

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iPloy OPC

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To whom it may concern,

I am writing to give my formal notice for immediate resignation from my position as Customer Service Representative at iPloy OPC, effective today. This decision comes after much thought and consideration, as I will be migrating abroad with my husband. I will need some time to process the papers I need for my migration. While I am excited for this new chapter, it is difficult to leave a workplace that has provided me with such valuable experiences, growth, and supportive colleagues.

I am sincerely grateful for the opportunities I have had to contribute to the team and for the guidance and encouragement you have extended to me during my time here. I know that the time I have spent at this company has provided me a strong foundation for my career development. Thank you once again for the trust and support throughout my employment, it has been a pleasure working for this company. I will always look back at my time with iPloy with gratitude and respect.

Sincerely,

Shaniah Faye A. Gavilo

