

Resignation letter

External



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RESIGNATION x



◆ Summarize this email



Nadine Macapus <macapusnads@gmail.com>

to er, jason.bacon ▾

4:14 PM (5 hours ago)



To whom this may concern,

Please accept this letter as formal notification that I am resigning from my position as revenue cycle management specialist at **iPloy OPC, effective on October 31, 2025.**

Due to unforeseen personal circumstances, I am unable to continue my employment and must make this sudden departure.

I apologize for the lack of standard notice. I will ensure all company property will be returned during my clearance. I would appreciate it if you could inform me of the process for receiving my final paycheck and settling any accrued vacation time.

Sincerely,

Nadine J. Macapus