

June 17, 2024
Iploy Staffing Solutions
9th Floor Ayala Center Cebu Tower
Bohol St. Cebu Business Park, Cebu City

To whom it may concern,

I am writing to officially offer my notice of resignation from my position as a Customer Service Representative due to Family Problem and unforeseen circumstances. I would like to like to take this oppurturtunity to say that making this decision has been difficult. I sincerely apologize for the short notice, I am no longer able to continue my employment with the company and must resign effective immediately on June 17,2024.

Thankyou for the support and opportunities I have received during my time there. I truly appreciate it and will always be grateful for the experience at Iploy. I appreciate the opportunities for the growth and development you have provided during my time there.I learn a lot of things and values that put me where I am right now. I sincerely thankyou for the opportunity, experience and knowledge I gained during my time there.

Please acknowledge this letter of resignation. I do not intend to inconvenience you with this news and I hope you will accept my most sincere apologies for having me for such a short period of time. I have been fortunate to be a part of Initial Authorization Department. Best wishes to the management, my coworkers, staffs and company for continued success.

Sincerely,

Miriam Bacus