

Claire Mae Leaño
Purok Kamansi, Sitio Dapdap, Catarman, Liloan, Cebu, Philippines 6002
February 27, 2026

Good Day, TL Ashley!

I hope you're doing well. I am writing to formally resign from my position as **Customer Service Representative**, effective immediately.

I am truly grateful for the opportunities, support, and learning experiences I've gained during my time here. I value the skills I've developed and the opportunity to contribute to the team's success.

I would also like to acknowledge the short notice. Due to unexpected circumstances, I am unable to extend my transition period. I sincerely appreciate your understanding.

I will do my best to complete any necessary handover tasks to help ensure a smooth transition.

Thank you again, and I wish you and the team continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Claire", with a small flourish at the end.

Claire Mae Leaño