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Iploy OPC
HR Department
16th Floor, One Montage,
Archbishop Reyes Ave, Cebu City, Cebu

Dear HR Department,

I would like to notify you that I am resigning from my position as a Call Center Representative for the Stop/Held Patient task under the Insurance Change Department effective immediately.

I am grateful for the opportunity and the overall experience of being part of your company which has surely contributed to my growth as a professional and has provided me a platform to improve numerous skills useful for my future endeavors. Working here for almost 8 months has significantly changed me as a better person which I am eternally grateful for.

Please let me know if I can be of any assistance during this transition. Thank you and I wish your company all the best. I am hoping to hear from you soon.

Sincerely,



HANNAH T. APURADO