

To Whom it may concern.

I regret to inform you that I am resigning from my position as Customer Service Representative effective immediately today (Nov. 15, 2024) due to personal reason . I know this is unexpected but I hope you would understand and respect my decision.

Thank you for all the opportunities that the company has bestowed upon me. Working here for the last 8 months has been instrumental for my personal growth, and I will forever be grateful for all the experience I have gained thus far.


If there is anything else I can do to make the transition easier, please inform me immediately, as I do

not wish to inconvenience my team, and the company in general due to this sudden transition

Again, my sincerest apologies for this sudden decision.

Thank you very much for your kind understanding.

Sincerely,


Renelyn Lariosa