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iPloy Staffing Solutions
HR Department
16th Floor One Montage, Archbishop Reyes Ave.,
Cebu Business Park
Cebu City, Cebu, 6045

Dear HR Department:

I hope this letter finds you well. I am writing to formally resign from my position as Customer Service Representative at iPloy Staffing Solutions, effective immediately, October 03, 2024.

I have given this decision careful thought, and while it comes with a heavy heart, I believe it is the best course of action for my health and well-being.

I have been dealing with a health issue that requires my immediate attention and focus in the past few months. Just this year, I underwent several medical tests such as Thyroid Function Test, Neck Ultrasound, and Fine Needle Aspirate Biopsy among others, and was diagnosed with Follicular Nodular Disease (Multinodular Colloid Goiter).

Despite my best efforts, I am finding it increasingly difficult to balance my professional obligations with the necessary self-care and medical treatments. It is critical that I prioritize my health and take the necessary time to recover completely.

Among all the medical advice my endocrinologist has given me, the best option appears to be the total removal of my thyroid gland through undergoing an operation known as Thyroidectomy. In doing so, I will be able to prevent my thyroid nodule from turning cancerous which poses a significant threat. On top of that, undergoing surgery would also enable me to restore my health to its full capacity.

I am set to undergo Thyroidectomy next week and as of now, I am in the process of completing some medical laboratory examinations and securing necessary medical clearances needed for the said operation.

I wouldn't end this letter without expressing my heartfelt appreciation for the opportunities and support I have received during my time at iPloy. I am confident that the experiences and skills I have gained here will help me in my future endeavors.

Please consider this letter as my formal notice of resignation. To ensure a smooth departure, I am more than willing to cooperate with any administrative processes needed, particularly on the account of immediate resignation due to medical concern. I will be more than happy to comply with any documentations that will support this.

Wishing everyone nothing but the best.

Most sincerely,
Alleah Pateño
Pap Patient Support Dept.