

BIGCAS, LEVIMAR (4673)

Tisa, Cebu

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0919-933-2967

05-31-2024

iPloy, OPC

16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu

Dear Sir/Ma'am,

I am writing to formally notify you of my resignation from my position as Customer Service Representative at iPloy One Montage site, effective June 1, 2024.

The reason for my resignation is because I am experiencing health issues that prevent me from working effectively and a long span of time is needed for me to go back on track to work effectively. Moreover, my medical result at Primecare was still pending due to the findings and I'm advised to go back to which I didn't follow, up until now because of fear that I couldn't work which somehow happened the day I had my check up to the doctor during my absence at iPloy.

I have thoroughly enjoyed my time working and have gained valuable experience in the industry. I appreciate the opportunities I have had to work with such a supportive team and develop my skills in customer service.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you for your understanding and support. I wish for iPloy's continued success in the future.

Sincerely,


Bigcas, Levimar