

Alona Bautista
Talisay City, Cebu
07/22/2024

Ms.Karen Kate Lubay

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

07/22/2024

Dear Ms. Karen Lubay,

I am writing to formally resign from my position at Initial Auth department of iPloy Staffing Solutions. effective immediately, with my last working day being July 22, 2024. This decision has been incredibly difficult for me, but unfortunately, due to health reasons, I find it necessary to step down from my role.

I have valued my time at iPloy Staffing Solutions And appreciate the opportunities for professional growth and development that I have experienced during my training here. I am grateful for the support of my colleagues and the guidance of my TL throughout my employment.

I will ensure a smooth transition of my responsibilities to the best of my ability. Please let me know if there are specific tasks or projects you would like me to prioritize before my departure.

I would like to express my sincere gratitude for the opportunities I have had at iPloy Staffing Solutions. I have enjoyed working with everyone here and will look back on my time with fondness.

Thank you for your understanding in this matter. I hope to keep in touch and wish continued success for iPloy Staffing Solutions

in the future.

Sincerely,

Alona Bautista