

September 4, 2024

TL Marie Bala
Team Lead – iPloy
6th floor, One Montage, Archbishop
Reyes Ave, Cebu City, Cebu

To TL Marie Bala,

Greetings!

I hope this letter finds you well. I am writing with the greatest sorrow to inform you of my resignation from my position as Asset Recovery Contact Representative effective this day, September 4, 2024. I have recently reenrolled in my previous school to pursue my academic interests, and sadly, I am struggling to balance both my studies and my responsibilities at the company.

During my short stay here, everyone on the team was great and very helpful as I navigated my role. I am also very grateful to you, as my team lead, for being with me throughout this process. I really wanted to continue working, but I don't want to affect the team's performance due to the potential shortcomings resulting from the increasing demands of my studies.

I am deeply sorry for the short notice. If you have any further concerns, please feel free to reach me at my email address, cristineligan89@gmail.com. Wishing all the best to you and the team!

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Ligan", with a stylized flourish extending from the end.

Cristine Ligan