

Dear iPloy

Please accept this letter as formal notification that I am resigning from my position as Sales Order Representative at iPloy, effective immediately.

I extend my sincere apologies for my recent absences, for which I did not provide adequate documentation. After careful consideration, I have decided to resign to pursue an urgent and critical family matter that requires my immediate and undivided attention. The nature of this situation necessitates my full focus, making it impossible for me to continue fulfilling my responsibilities here. I regret that I am unable to provide the standard 30-day notice, and I apologize for any inconvenience or disruption this may cause.

This decision was not an easy one as I truly valued the experience, support and opportunities for growth that I've had during my time here at iPloy. Working under my team leader and with the team has been a rewarding experience and I am genuinely grateful for the knowledge and skills I've gained. I wish you and the company all the best in the future.

Sincerely,

  
Kristine Lorio