

Sweet Mary Nichole Lacaba

Resignation Letter

Date: May 12, 2025

SWEET MARY NICHOLE H LACABA

Customer Service Representative
Sitio Day-As Upper Mohon Talisay City Cebu
09462795335

To whom it may concern:

I am writing to inform you of my decision to resign from my position as a customer service representative at IPloy. I will be leaving in the company on this day, May 12, 2025.

I am very grateful to this opportunity that IPloy provided to me. For all the best trainings and knowledge that you teach me. I value all the experience I have gained from working here. I am thankful for the guidance given by you. You're mentoring was very helpful to me.


I am leaving the company because of my medical condition, for I am currently observing and getting well with my mental, physical and emotional stability. I know I am not a perfect employee during my employment and I know I can be more better and be one of the best employee in the company. However, I need to take a rest for my condition to be stabilize with the support of my family and ofcourse monthly check up with my doctor.


I appreciate your understanding in my decision to resign from my position and I hope you will accept my most sincere thanks for the support and guidance you have provided to me throughout my employment.

Best regards,



SWEET MARY NICHOLE H LACABA

 +639462795335

 mary.sweet07242@gmail.com
