

MICHELLE G. SARCON

Resignation Letter

Michelle G. Sarcon
CSR, Patient Pay
Mandaue, Cebu City
sarconmichelle08@gmail.com
+639466755832

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Dear iPloy,

I am writing to inform you of my immediate resignation from my position as CSR from Patient Pay Department. After careful consideration, I have concluded that it is in my best interest to step down from my role effective immediately.

I have been away from work for the past three days due to family matters, as I am the only one available to care for my mother. While I truly want to continue working at iPloy, I don't want my uncertain return to affect the team's performance.

I am deeply grateful to iPloy for giving me a chance despite my lack of prior work experience, and for believing in me. During my stay at iPloy I have increased my skills in communication and made invaluable connections. However, due to unforeseen personal circumstances, I have no choice but to leave immediately. I would also like to express my heartfelt thanks to my team lead, Ms. Candice Villaceran. During the three months I worked under her guidance, she was consistently kind and supportive, and I learned so much from her. I am also incredibly thankful to my teammates for their patience, generosity, and encouragement. It's truly unfortunate to part ways with such an amazing team and leadership.

I understand that my sudden departure from the company may come as a shock, and I apologize for any inconvenience it causes.

I sincerely appreciate the support and guidance you've provided, as well as the camaraderie of my colleagues throughout my time here. It has been a valuable experience to be part of the team, and I wish iPloy ongoing success in all its future endeavors. Thank you for your understanding.

Sincerely,

Michelle Sarcon

A handwritten signature in black ink that reads "Michelle". The letter "M" is large and loops around the "i", and the "L" at the end has a long, sweeping tail that extends to the right. A small period follows the signature.