

Iploy, OPC
16th Floor One Montage, Archbishop Reyes Avenue.
Cebu City, 6000
June 16, 2025

Greetings of Peace,

Please accept this letter as my formal Immediate resignation from my position as Customer Service Representative-Voice. Effective today, 16th of June 2025.

I was really formed with the skills I needed for career advancement by being deployed on the second day immediately following orientation and side-barging to catch up with the tasks. I am incredibly grateful to Jade Fernandez, our team leader, who supported and mentored me throughout. Also, my teammates, Ashley Pepito in particular, who taught me a lot, and the others who offered their expertise.

In order to pursue chances for professional growth and promotion, I am resigning. It was a really tough choice. However, practicality is the best course of decision to take for the benefit of my family and myself. A great company/client offered me a position that matches my background connected to my hospital, clinical, and BPO experiences, although I may not be practicing my profession as I mentioned during the discussion with the Team Lead and HR.

I wish to make this transition as easy for the company as possible. Please let me know how I can be of assistance during this period.
Thank you for your consideration and understanding.

Kind Regards,


Minnie Vera Lasola
Customer Service Representative-Voice