

KHARRINE CATUBIG

Resignation Letter

November 11, 2025

Ipjoy Staffing Solutions

9th Floor Ayala Center Cebu Tower, Bohol Street, Cebu Business Park Cebu City, 6000
09177097074

To the management:

I am Kharrine Catubig, (Kendra) ID# 5535.

Kindly accept this letter as my formal resignation as an Initial Authorization Specialist at Community Surgical Services department effective today, November 11, 2025. I already waited for several months after being temporarily laid off and hasn't received any updates on my employment status yet.

I am actually incredibly grateful for the opportunities that add up to my professional growth from being a customer service representative, particularly.

However, I would like to request for a fast process for my clearance because this is already a few months of inconvenience and this is not acceptable.

I am hoping for your soonest response and hopefully in my COE, it won't appear as an immediate resignation because I have been floating for almost 3 months now.

Thank you.

Sincerely yours,



KHARRINE CATUBIG