

February 24, 2025

Gina Kim

CSR- Medical Documentation Specialist iPloy OPC
16th floor, One Montage, Archbishop Reyes
Cebu City, Cebu 6000
shots_pie@yahoo.com
0997156157

To whom it may concern,

I hope this message finds you well. After careful consideration, I regret to inform you that I am resigning from my position as CSR- Medical Documentation Specialist at iPloy OPC, effective today 2/24/2025.

This decision was not made lightly, as my time at iPloy OPC over the past eight years has been incredibly fulfilling. The experiences and opportunities I've had here have played a significant role in both my personal and professional growth. I am truly grateful for the opportunity.

However, due to pressing family matters that require my immediate and ongoing attention, I must step away from my role to focus on my family.

Thank you again for the opportunity to be part of such an amazing organization. I am deeply appreciative of the knowledge and experiences I've gained throughout my tenure here.

Please feel free to reach out to me for anything that may assist with the transition, and I look forward to staying in touch in the future.

Sincerely,



Gina Kim