

August 30, 2022

To: **Raymund Nonato Faustino**
Senior Team Lead
Patient Pay Department
iPloy, OPC
9th Floor, Ayala Center Cebu Tower
Cebu Business Park, Cebu City

Thru: **Alfred Camarillo**
Director of Operations

Angelo Manal
Operations Manager

Ramelyn Castañares
Human Resource Manager

Subject: Resignation

Dear Mr. Raymund Nonato Faustino,

Good day!

Please accept this letter as my notice of formal resignation as a Team Lead in iPloy, OPC effective September 30, 2022.

The reason for my resignation is that I am pursuing my career in another field that is in line to the degree that I finished last year.

I make this announcement with a heavy heart as I have sincerely enjoyed my time at iPloy Inc. With your guidance and mentorship, the position of a Team Lead has been one of the most rewarding work experiences that I ever have. I will greatly miss my team, colleagues across all departments. Over the next weeks, I will work to ensure that all my task and duties are made to be current. I am happy to assist in the training for my replacement if that is possible within the time frame.

I am deeply appreciative of the numerous opportunities in building my skills several areas. I leave knowing I am better and equipped to face my next endeavor.

Please let me know of how I can be of assistance during the transition. I wish you and the company all the best.

Respectfully yours,


Alexia Francesca Flores

