

March 15, 2024

Cathelyn Ruto
Intake Team Leader
iPloy, OPC
18th floor, One Montage Building,
Archbishop Reyes Ave,
Cebu City, Philippines 6000

RE: Letter of Resignation

Dear Doc and Cathelyn,

Please accept this letter as notice of my resignation from my position as an Intake Specialist. My last day of employment will be on March 29, 2024. Starting today, March 15, 2024, I will render my service until the last day of employment.

The reason for my sudden resignation is that I finally decided to look for a remote job setup. I have been travelling or commuting for more than a decade; starting from my college years until now. From the distance of our house, I travel approximately 6 hours every day and I feel exhausted. I understand that my reason is unjustifiable, however I am hoping for your consideration and understanding. Hence, I can no longer commit to devote my duty and responsibility in the Intake department.

It has always been a pleasure to work with your company for more than 5 years. Under the supervision of Cathelyn Ruto, I can only express that you are an amazing TL. Keep going because many believe in your capabilities and leadership. I am genuinely thankful to Shirley for appreciating my efforts, believing in my skills and abilities, and providing full support to the HME team. I am also grateful and thankful to you Doc and Ben for the opportunity to work in your company. I will always remember how Ben first impression to me, anyhow, take care everyone and stay healthy.

I sincerely apologize for leaving this way, I wish to stay longer, however it is impossible. I will render my service and full attendance until my last day. If you have any questions or concerns feel free to contact me through (+63)956-036-2814 or email me at iann.comayas2@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'I. Comayas', written in a cursive style.

Ian N. Comayas
Employee ID: 852