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To whom it may concern:

This letter serves as a formal notice for my immediate resignation from the position of Compliance Sleep Download Specialist at iPloy, OPC.

As I pen down these words, a bittersweet mixture of emotions overwhelms me. This decision was not made lightly. I have concluded that it is in my best interest to prioritize personal wellness. My current state of burnout necessitates time for recovery. I believe it is essential to make myself a primary focus as yet.

As I take leap into new horizons, I carry with me the skills, knowledge and camaraderie that have made my tenure at iPloy valuable and I will remember my time here fondly.

I apologize for not complying the standard 30-day render of service but please let me know how best I can facilitate this process.

I appreciate the management's understanding and support and I look forward to hearing about the company's success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cristine P. Guerra', written in a cursive style.

Cristine P. Guerra