

RESIGNATION LETTER

Greetings!

I am extending this Letter of Notice to bid my final farewell with your company. I am resigning from my post as a Customer Service Representative of Ocean Home Health Resupply effective Monday, 9/19/2022.

It is with a heavy heart to say goodbye however due to my pursuit of finding opportunities outside this company, I am taking these chances.

I would like to say thank you for the past three (3) fruitful years of stay in this company. I am forever grateful.

It has never been an easy decision, but I am elated to the future that awaits ahead.

In regard to the Salary Loan I had with SSS, I am already discussing the rights of deducting my salary with my New Employer. Thus, I ask of you to release whatever amount I am entitled on my Final Pay. My New Employer would take over my loan amortization, moving forward.

This is Nikko Calasang forever Performer- now signing off!

Sincerely,



NIKKO CALASANG