

**From:** Ralph Sainz <[RalphS@adapthealth.com](mailto:RalphS@adapthealth.com)>  
**Sent:** Monday, March 27, 2023 6:33 PM  
**To:** Roxanne Noquera <[Roxanne.Noquera@adapthealth.com](mailto:Roxanne.Noquera@adapthealth.com)>  
**Cc:** Faith Benido <[Faith.Benido@adapthealth.com](mailto:Faith.Benido@adapthealth.com)>  
**Subject:** Ralph Sainz - Resignation Letter

Ralph Roman C. Sainz  
Murillo Subivision, Brgy. Quiot  
Cebu City, Cebu

March 27, 2023

Roxana Noquera  
Team Leader  
IPLOY OPC (ONE PERSON COMPANY)  
Cebu Business Park, Cebu City

Dear Team Lead Roxanne,

Please accept this letter as formal notice of my resignation from my position as a Stop/Held Patient Contact at iPloy OPC. My last day of employment will be on April 7, 2023.

Thank you for giving me the opportunity to work on this position for the past three and a half years (together with TL Faith). I have thoroughly enjoyed working here and appreciate all the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge. By April 10, I will be flying to Butuan to attend a two-week leadership and managerial training to equip me as I start up my new business.

I deeply apologize for my abrupt decision. I have been planning months ago to start up my own company in the VA business, but I loved this company and my colleagues too much for me to leave. However, a great opportunity has appeared in front of me, and I cannot afford to miss this chance. I would like to do anything I can to help with the transition, including wrapping up my responsibilities or training someone to replace me if need be. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity and I wish you, our team, and iPloy OPC all the best for the future.

Sincerely Yours,

**Ralph Sainz**