

December 14, 2022

Dr. Alfredo Camarillo
9th Floor, Ayala Center Cebu Tower (ACCT)
Bohol St. Cebu Business Park, Cebu City Philippines

Thru: Giovanee Louise Asuncion

RE: Letter of Immediate Resignation

Doc Camarillo;

Please accept this letter as notification of my resignation from my role as an intake specialist at iPloy, OPC, on December 14, 2022.

I regret that I was not able to provide more notice, but my decision to return to school full time to earn my bachelor's degree in pharmacy has created a situation where I need to resign immediately. I have greatly appreciated my time at the company, but for the past few weeks, my studies have been an unavoidable interference with my work performance, and I am unable to dedicate myself to both my studies and my work here. Working at iPloy, OPC, has provided me with many opportunities to develop my skills and career. I have learned so much from working with my co-employees and supervisors. I would like to thank you for all the great opportunities you have given me as an employee. I am grateful to you, to my TL, to Shirley, and to all of my teammates for providing me with a wonderful place to work for the past 2 years and 6 months. I will miss my coworkers a great deal upon my return to school. But the time has come that I believe resigning is the best course of action.

It has been a pleasure to work with your company, and working under the supervision of TL Giovanee Louise Asuncion, a professional and an understanding team leader, has been an honor. I am also thankful for Shirley; she has played a huge part in cultivating my skills and qualities as an employee. As this is my first job, I am grateful to have had the opportunity to work for this company as a foundation for my future career in the health industry. Thank you for providing me with guidance and opportunities for professional success. I will always be appreciative of the lessons I learned here and the professional relationships I formed. I am also grateful to be able to work with a competent and encouraging team that motivates you all through out. I am grateful for the entire Intake Department. I am truly grateful to iPloy, OPC for the experience I have gained. It has helped me see new possibilities and develop into the best employee. I hope your company continues to prosper and succeed.

I sincerely apologize for having to leave in this manner; had the situation been different, I would have done better. I sincerely appreciate your kind consideration on this matter. Thank you again for the opportunity to work for iPloy, OPC. If you have any questions or concerns feel free to contact me through +63 928 598 3330 or email me at ciarahrawiyalumayag@gmail.com

Best regards,


Ciarah Rawiya Mañal Lumayag
Employee ID: 1801