

Grace Tagubase

Resignation Letter

iPloy,OPC
16th floor, One Montage, Archbishop Reyes
Ave, Cebu City, Cebu
0917 709 7074

March 7, 2023

To the Management:

I Grace Tagubase working as a CSR - Phone (voice) at iPloy, OPC would like to inform you that I will be resigning from my position on immediate basis due to some personal reasons. As the reason is unavoidable my last working day would be today March 7, 2023.

I would like to thank the company for offering me this valuable position and empowering me with adequate knowledge and skills. I hope that the knowledge and skills will be helpful for me in the future.

As I am leaving so early, I will be available on the phone for any clarification or work related inquiry. Please accept my notice of resignation and thank you for giving me the opportunity.

Yours Sincerely,



GRACE TAGUBASE