

August 19,2022

Dear TL Princess,

It is with great sadness that I must inform you of my formal resignation from my position as an Intake Specialist with iPloy Staffing Solutions. This departure comes due to personal reasons that I do not wish to share but are beyond my control and require my immediate attention. My final day of work will be three weeks from the date of this letter (September 09, 2022).

Please accept my gratitude for the experiences I have enjoyed while working with you. I will do everything I can to ensure that the transition is as smooth as possible for everyone in the office. Over the next three weeks, I am dedicated to making sure that all my duties are completed to date. I am more than willing to assist in the training of my replacement if that is possible before my last day.

Please feel free to stay connected with me. My mobile is 09289174757 and my email is clyclydel@gmail.com.

I will remember my time at iPloy fondly. I wish you all the best in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clydelane', with a stylized flourish extending to the right.

Clydelane Eve P. Torrefiel