

Date: 20 February 2023

To IPLOY OPC

HR Department

Sub.: Resignation

Dear Sir / Madam,

I am writing to inform you of my resignation as a Collections Representative . I have enjoyed working with the company and regret making this decision; however, I have been offered another job opportunity that I feel is better suited to my skills and interests.

I want to thank you for all the opportunities and experiences I have had while working here. I have gained valuable skills and knowledge that I will be able to use in my future career.

I appreciate everything that the company has done for me, and I wish everyone the best in the future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Justice April Mae Cagmat', written over a horizontal line.

Justice April Mae Cagmat