

Jannah Marie Vito
Team Leader
One Montage Tower
Archbishop Reyes Ave, Cebu City
Cebu City, 6000
Philippines

Dear TL Jane,

I regret to inform you that I will be leaving my role as Insurance Change Specialist at iPloy OPC effective January 16, 2023. Choosing to resign was not a decision that I took lightly. With the help of my family and friends, it took me some time to think about this one and unfortunately, I was left with no choice but to quit my job.

I would like to take this opportunity to thank you for the knowledge and experience that I have gained by working here, especially under your supervision. You are one of the few people who believed in me. You have seen my potential, acknowledged my skills and abilities, and I will forever be grateful for that. The relationship that we have made inside and outside of the office helped me to become a better person than I was yesterday, and I thank you for that.

I would like this transaction to be as smooth as possible, so please do let me know if there is anything I can do to help. You may contact me through my personal email at longakit.nm@gmail.com.

Thank you so much!

Sincerely,



Neriz Longakit