

To whom it may concern:

Please accept this letter as formal notification of my intention to resign from my position as Billing Specialist / Customer Service Representative with iPloy OPC. I'll be going back to my hometown in Metro Manila to pursue my studies and to deal with my mental health. I had been bringing up mental health as one of my ongoing struggle during my stay and to make sure I don't bring anyone down, I'll go seek professional help. In accordance with my notice period, my final day will be today, October 18, 2022.

I would like to thank you for the opportunity to have worked in the position for the past year. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and will look back at my time here as a valuable period of my professional life.

Please let me know if there is anything further I can do to assist in this process.

Sincerely,

Joshua Butial Parba