

Annie Jean Tendido
577 Locata Rd. Looc
Lapu Lapu City Cebu
6015

September 21, 2022

HR Management
9TH Floor Ayala Center
Cebu Tower Bohol St.
Cebu Business Park
Cebu City 6000

To whom it may concern,

I regretfully apprise you that I opt to resign from my current position as Customer Service Representative/ Authorization Specialist effective immediately.

My resignation is merely based on personal reason, school & work schedule conflict regardless by an inference of dissatisfaction with my work. On the contrary, my overall health concern is the main reason I consider to let go of my job.

I appreciate the trust and opportunity you had accord me for being part of your organization for the past eleven months. The experiences I had gain as an Authorization Specialist/CSR enhanced more my skills and capabilities as an individual simultaneously as someone who became experienced wise. Moreover, I'm glad and grateful that I've met amazing people who were my colleagues that had been close to my heart.

I'm thoroughly delightful of my term at Iploy Staffing Solutions Inc. I wish you all well and Thank you for your consideration.

Sincerely,
Annie Jean Tendido