

Resignation Letter



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Greetings,

This might be the hardest decision I've made, but I am writing this letter as my formal immediate resignation letter from my position as Customer Service Representative at iPloy, OPC, due to personal reasons and the fact that I had to decide to vacate my position.

I can't thank you enough for how your company helped my skills grow for almost 2 years. I am grateful that I have met an outstanding Team Lead Chris Rondina and Senior Team Lead Ellaine Griño from the Compliance Department. But the reason why I applied and stayed at the company has already given up and lost hope in me.

I have not been able to work without a heavy heart for a month already, and I couldn't bear helping any more patients when I also needed help myself. It is affecting my job and, most especially, my mental health, though I am not losing hope and will focus on myself to get better and be functional again.

Once again, thank you for the opportunity to be a part of iPloy, OPC, and let me know what else I have to do to complete the process of my resignation.

Sincerely,

Khimberly Morley