

SHERYL C. LEDESMA
Kabayuan Beside Villa Pacita Subdivision Lower Torre, Inayawan Cebu City 6000
09383873140
shengkailedesma@gmail.com

January 3, 2023
IPLOY -OPC Cebu
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu 6000
Hr@iploy.com


Dear Mr. Jonathan Nate Derder,

Please accept this letter as a formal notice of my resignation from Customer Service Representative position at Iploy- OPC Cebu. My last day of employment will be effective immediately, today January 3, 2023.

I will be resigning due to family emergency and health issues of my little sister who is diagnosed of Rheumatic Heart Disease with lung complication. As I am her guardian as of the moment, I need to attend her medical needs and I feel that I cannot continue working because I have to look after her until her recovery. Unfortunately, I can no longer continue to work starting today and it has become clear that I am unable to satisfactorily perform my duties as health care Customer Service Representative. I hope for your understanding.

I have been fortunate to be hired and given opportunities to grow as a person and as an employee during my stay here in Iploy – OPC Cebu. Thank you for your guidance and support during my tenure. I wish you and the company the very best moving forward.

Respectfully,


Sheryl C. Ledesma