

Ma Julita Jill O.

Amatril

368 B. C Padilla St.,
Cebu City, Cebu PH 6000

01/05/2023

IPloy HR

MSY Tower, Negros Rd, Cebu
City, 6000 Cebu

To whom it may concern:

I am writing this letter to formally file my resignation effective January 05,2023.

Please accept this as an official notice of my resignation. Over the last 13 months, it has been very rewarding for me. I have enjoyed working and meeting new people, which has driven me to work effectively. Being surrounded by good people on a team that is dedicated to managing a very successful quality of service has been a great privilege for me, and I will surely bring this knowledge with me. However, I will have to pursue my studies and focus in aiming my goal. Therefore, I can no longer balance two things at once as my studies requires face to face interaction on our next semester. I hope your kindest consideration.

Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best.

Sincerely,

Ma Julita Jill O. Amatril