February 13, 2023

Dear Maam/Sir,

Good day, please accept this letter as formal notification that I am resigning from my position as Customer Service Representative from the Compliance Department.

As much as I want to render a one month resignation but this matter has just arise as of today. My Nanny went to there province and I have no one to look after my children. This has been a redundant problem and I decided to be a full-time mother of my children.

Thank you so much for the opportunity to work in the company and I wish the company continued success.

Sincerely, *Pqueda*s Barbara Quindao