

Name: Gearlie Jane F. Tanduyan  
Address: Pit-os, Cebu, City

Dearest Ma'am/Sir;

I regret to inform you that I am resigning from my position as CSR effective immediately. I know this is unexpected, however, I am worried about my health as you can review my attendance. I had a lot of absences due to my health condition. With that, I need to give up my work and focus on my health.

Thank you for all the opportunities that the company has bestowed upon me. Working here for the last 1 year and 1 month has been instrumental for my personal growth, and I will forever be grateful for all the experience I have gained thus far.

Again, my sincerest apologies for this sudden decision.

Yours truly,

  
GEARLIE JANE TANDUYAN