

September 7, 2022

To whom it may concern:

I would like to formally inform you that I am resigning from my position here as a Customer Service Representative for career opportunity reason and will render 30 days starting September 7, 2022. I know this is unexpected, but I am happy to assist you in the replacement process to help alleviate the transition.

Thank you for the opportunities this company has provided me. Working here has been incredibly instrumental in my personal growth and I will never forget the colleagues and friends I have made here.

I will miss both my colleagues and the company alike very much.

Thank you so much for understanding in this matter. I have loved my job and I will look back on my time here with wonderful memories.

Sincerely,

Jecille Mae A. Carcallas

A handwritten signature in black ink, appearing to read 'Jecille Mae A. Carcallas', positioned over the printed name.