

Nyza Archival

Cadauhan, Talamban Cebu City

January 19, 2023

Dear Ms Marishka Arcilla,

I regret to inform you that I will be resigning from my position on immediate basis due to some personal reasons. As the reason is unavoidable, my last working day would be today, January 19, 2023.

I would like to thank the company for offering me this valuable position and empowering me with adequate knowledge and skills. I hope that the knowledge and skills will be helpful for me in the future.

As I am leaving so early, I will be available on the phone for any clarification or work related inquiry. Please accept my notice of resignation and thank you for giving me the opportunity.

Sincerely yours,

Nyza Archival