

January 31, 2023

iPloy, OPC
9th Floor, Ayala Center Cebu Tower
Cebu Business Park
6000 Cebu City

To whom it may concern:

I am writing this letter to officially resign from my position as a call center representative under the Authorization department effective on January 31, 2023. My decision to pursue a position in a different field with a new opportunity that is relevant to what I studied for, as you know, has always been a goal of mine. I am sorry for this abrupt inconvenience and regret not being able to continue with iPloy, OPC.

I appreciate the knowledge I've acquired here and the encouragement I've received from my coworkers and managers. Thank you very much for giving me the chance to learn on the job and develop such important skills. I am aware that the time I have spent working for this company has given me a solid basis for my professional growth.

I would be more than happy to help you in any way I can to make sure my departure goes smoothly. Should you have any more needs, you can contact me at marycling27@gmail.com or 09457938257.

Please accept my sincere gratitude for your understanding with me. I have enjoyed my work, and I will always have fond memories of my time here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Claire B. Canoy'. The signature is stylized with a large initial 'M' and a long, sweeping underline.

Mary Claire B. Canoy