

Catherine Marie T. Lepalam

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Dear Ma'am / Sir

This letter is to officially inform you that I am resigning from the position of Confirmation Specialist, effective from March 10, 2023.

It has been a great experience working with you and entire team. Thank you for always been supportive and encouraging. I have enjoyed my working experience here, and I am so grateful for the opportunities you have given me in pursuing my professional growth objectives.

It has been pleasure being part of this company. I would like to thank you from the bottom of my heart it's hard to say goodbye but I need to take care of my daughter, my daughter needs my attention. Working here is a big responsibility but being a mother has more responsibility to do. I hope that you understand.

I am ready to make this transition as smooth as possible. Please let me know how can I be helpful through the process. I would love to train and handover my responsibilities to the replacement. I would be glad to help however I can.

Sincerely,

Catherine Marie T. Lepalam