November 14, 2022

Dr. Alfredo Camarillo
9th Floor, Ayala Center Cebu Tower (ACCT)
Bohol St. Cebu Business Park, Cebu City Philippines

Thru: Giovanee Louise Asuncion

RE: Letter of Immediate Resignation

Doc Camarillo;

Please accept this letter as notice of my immediate resignation from my position as an Intake Specialist. My last day of employment will be on November 14, 2022.

The reason for my resignation is that I have decided to focus and continue pursuing my studies. I can no longer commit to devote my full time and best efforts to work in the intake department. Committing to my academic responsibilities has caused conflicts with my duties in the company. Working as an Intake Specialist gave me more opportunities than I thought were possible and I enjoyed them all. I am grateful to you, to my TL, to Shirley, and all of my teammates for providing me with a wonderful place to work for the past 6 months. However, a time has come that I feel the best decision is to resign.

It has been a pleasure to work with your company, and a privilege to be trained under the supervision of TL Gee Asuncion. She has been an amazing Team Lead, calling her a blessing would be an understatement. I am also thankful for Shirley, having her as an onshore client made everything worthwhile. These past few months of working have been really amazing, to be able to work with a team that encourages you and constantly motivates you to heights that you thought were impossible. I am deeply grateful for the entire Intake Department. iPloy, OPC has opened my eyes to new opportunities, and I am genuinely thankful for the experience I have gained. I wish your company continued success and prosperity.

I sincerely apologize that I had to leave this way, under difference circumstances I would've done better. I am genuinely asking for your kind consideration. Thank you again for the opportunity to work for iPloy, OPC. If you have any questions or concerns feel free to contact me through +63 995 368 7451 or email me at jhunfelc@gmail.com

Sincerely,

Jhunfel W. Cañete
Employee ID: 2931