

**Mary Uriel Alvarez**

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iPloy Staffing Solutions

Dear Miss Joyce,

I regret to inform you that I am resigning from my position here immediately as a Total Source Employee for personal reasons, and finding a remote set-up work seems to be more sensible at this time. My last day will be tomorrow October 5<sup>th</sup>, 2022. I know this is unexpected but I am happy to assist you in the replacement process to help alleviate the transition.


I cannot thank you enough for the opportunities this company has provided me. Working here for the last five months has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here.

If there is anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies for making October 5<sup>th</sup> my final day here.

If necessary, I can be available for phone and email inquiries from home on a limited basis for the weeks following my departure date.

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

Best Regards,

  
Mary