

February 1,2023

To Whom It May Concern ,

Please accept this letter as formal notification that I am resigning from my position as a Customer Service Rep for the Recert/Documentation Department with Iploy . My last day will be on Feb 1, 2023.

Thank you so much for the opportunity to work in this position for the past 8 months. I've greatly enjoyed and appreciated the opportunities I've had and learned, all of which I will take with me throughout my career.

During my last weeks, I'll do everything possible to wrap up my duties and continue what I've been good at in this position, meeting all what is expected of me by hitting my daily/weekly targets. Please let me know if there's anything else I can do to aid during the transition.

I wish the company continued success, and I hope to stay in touch in the future.

Sincerely,

Jezzan Marie Bontilao