

RESIGNATION LETTER

01# Purok Seppina Brgy. Delapaz Antipolo City, Rizal |
victordelosantos179@gmail.com

September 11, 2024

Victorie Alvin R. Delos Santos
09652114012

Dear Mr./Ms. **Gelyn Martinez**,

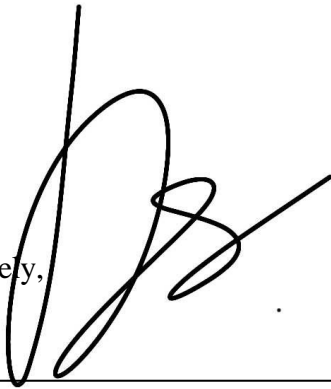
I regret to inform you that I am resigning from my position here immediately as I have accepted a new job opportunity that aligns better with my long-term career goals. I know this is unexpected, but I am happy to assist in the replacement process to help alleviate the transition.

I cannot thank you enough for the opportunities this company has provided me. Working here for the last fifteen 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, I am committed to make the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition

If I can be of any assistance during this transition, please let me know.

Sincerely,



DELOS SANTOS, VICTORIE ALVIN R.

Signature