

**Lyrika Jewel Hermoso**

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November 27, 2025

**Mr. Juan Dela Cruz**

HR Manager  
ABC Solutions Inc.  
456 Ortigas Avenue  
Pasig City, 1605

**Subject:** Resignation Letter

Dear Mr. Dela Cruz,

I am writing to formally resign from my position as Administrative Assistant at ABC Solutions Inc., effective December 11, 2025.

I am grateful for the opportunities I have had to grow and develop professionally during my time here. I sincerely appreciate the support, guidance, and experiences provided by you and the team.

I will do my best to ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist in training my replacement or handing over my duties.

Thank you again for the opportunity to be part of ABC Solutions Inc. I wish the company continued success in the future.

Sincerely,

**Lyrika Jewel Hermoso**