September 22, 2017

[Manager's Name]

Operations Manager  
Intuit Online Payroll

Convergys, Philippines  
  
Dear Mr./Ms. Manager:  
  
This letter is to notify you that I am resigning from Convergys as a technical support associate.  Today will be my last day of employment.  
  
This wasn’t an easy decision, because I am grateful for the rewarding employment I’ve had with Convergys.  But after long hours of consideration, my decision is now final and I have accepted a position with another company.  
  
Please contact me if I can make the transition process proceed more smoothly.  
  
Yours respectfully,  
  
Joshua V. Parrilla