May 17, 2023

John Reycent San Diego

Operations Manager

Teleperformance

Centrio Mall, Capt. Vicente Roa St.

Cagayan de Oro, 9000 Misamis Oriental

Dear Mr. San Diego,

Good day!

Allow me to apologize first for this sudden decision, but I am writing this letter to formally inform you that I am resigning from my position as a customer service representative at Teleperformance, if possible, effective today, May 17, 2023.

I have been very transparent with my intent in finishing my degree at Central Mindanao University from the moment I got endorsed to your community/team. It just so happens that I am now given the opportunity to continue my studies and enroll for a Mid-Year term, hence the reason why I am no longer able to continue working for the company. As much as I want to stay because I am under a great and understanding team, it wouldn’t be possible for me to juggle both my studies and my work at once. I understand that this may cause a lot of inconvenience, and I apologize for any disruption this may cause to the team. Just know that none of this resignation was the company’s nor the management’s fault; it’s just that I will always be prioritizing my studies and it has always been a goal of mine to graduate with a bachelor’s degree.

Other than that, I especially want to thank my team leader, Nash John Donque, for the support and patience that he’s always given to our team and me personally from the moment I’m added to the team until my last day in operations. I truly am blessed to have my team leader as my first-ever team leader. Lastly, I want to thank you all for all of the opportunities that were given to me during my time here and for not ruining my first job experience. I appreciate it a lot and I hope that someday, I could be with you all again.

Sincerely,

Jane Irish Ewad Ayop

Customer Service Representative