

August 25, 2023

Mr. Louie Allan Siose
Trainer II
Concentrix
Alabang-Zapote Rd.
Muntinlupa, Metro Manila, 1781

Dear Mr. Siose,

I am writing to formally tender my resignation from my position as Customer Service Representative for Optus at Concentrix, my last day of work being on August 18, 2023.

It has been an honor and privilege to be part of this dynamic team, and I am deeply grateful for the trust and opportunities you have afforded me during my tenure. My decision to resign has not been made lightly, and it is due to unforeseen circumstances that I must take this step.

Throughout my time at Concentrix Alabang, I have grown both professionally and personally. I have been exposed to a diverse range of challenges and have been fortunate to work alongside dedicated and passionate professionals who have provided guidance, support, and mentorship as well as the colleagues I had that helped me out extremely. The experiences and lessons I have gained here will no doubt stay with me throughout my career and life.

I am committed to ensuring a smooth transition and will do everything I can to support any interim arrangements or assist in finding a replacement to minimize any disruption to the team.

Once again, I would like to express my heartfelt gratitude for the incredible journey at Concentrix. I wish the company and my colleagues continued success in the future.

Warm regards,



Laica Dennise Miranda