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13 August 2024

To The Human Resource & Management  
Gracious Group Lending Phils., Corp.  
116 F. Roxas St., Brgy. 48,  
Caloocan City, Philippines, 1406

To HR & Management,

I am writing to formally resign from my position as staff under the Business Compliance Unit (BCU) Dept. at Gracious Group Lending Phils., Corp., effective November 15, 2024.

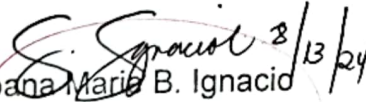
As per discussion with my Immediate Superior, I was asked to provide a three-month notice to facilitate finding a suitable replacement for my role. Additionally, we are concerned about the current situation with my colleague's recent resignation and the absence of a replacement, which further emphasizes the need for continuity within our Department.

This decision has not been easy and comes due to the necessity of taking care of my son, as there is currently no one available to provide the necessary care. I want to ensure that my family is supported during this time.


I am committed to making this transition as seamless as possible. I will do everything I can to wrap up my duties and train my replacement in the coming months.

Thank you for the opportunities I have had during my time at Gracious Group Lending Phils., Corp. I appreciate the support and guidance you have provided.

Sincerely,

  
Joana Marie B. Ignacio 8/13/24  
Business Compliance Staff



recommending approval  
  
MYRNA S. VERGARA  
