

August 1, 2025

iPloy Staffing Solutions, Inc.  
9<sup>th</sup> Floor Ayala Center Cebu Tower  
Bohol St. Cebu Business Park  
Cebu City 6000

Dear Management,

I am writing this letter to formally notify you of my resignation as a PAP Adherence Specialist in iPloy Staffing Solutions, Inc effective immediately. This is due to various reasons. I will be working from home so that I can take care of my three kids at home at the same time, especially my youngest child. My mother is already helping me take care of my second child who is still a toddler, but I cannot allow her to take care of my youngest as well when my second child still needs full attention. Also, no one can accompany my grade schooler eldest to and from her school, so my presence is needed at home.

While this was something I had been indecisive about since I had my youngest child and while I was on maternity leave, I have finally reached this final decision today. My work in the company had been great and I will cherish every experience I had. I would also like to apologize for the late notice. Thank you for the opportunity that I was able to work in the company for 5 years. I wish that the company will grow more and be more successful in the future.

Please let me know how I can help in proceeding with my resignation.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Maria Mae C. Heredia', with a horizontal line extending to the right from the end of the signature.

Maria Mae C. Heredia  
ID number: 1583