

May 13, 2024

Honey Lee Galan
Team Lead - CSR Tanks / ETA
iPloy Staffing Solutions
9th Floor Acct Building
Ayala Center Cebu

Dear Madam,

I would like to tender my resignation as a Customer Service Representative effective June 12, 2024.

I would like to thank you for your patience and understanding. It really means a lot and I will always remember it. I have learned so much during my tenure.

I would have wanted to give more years working alongside my colleagues, but I must now explore other avenues to improve myself. I am thinking of starting my own small business.

I sincerely thank you for the opportunity given to me for the three years of working together.

I wish you luck and more power!

Sincerely,

A handwritten signature in black ink, appearing to read 'Marilou V. Huiso', written in a cursive style.

MARILOU V. HUISO