

June 02,2025

Marishka Iris Arcilla

HR Manager

IPloy Staffing Solutions

16<sup>th</sup> Floor, One Montage, Archbishop

Reyes Avenue Cebu City

Dear Ms. Marishka Iris Arcilla,

I'm writing to notify you that I will be resigning from my position as CSR – Non- voice agent. I write this resignation letter to inform you of my plan to leave this company. I have enjoyed working for IPloy over the last years. However, a time has come that I feel that the best step to take is to resign.


My last day of work will be on July 02,2025.

I have been aspiring to grow in my career. I have decided to pursue another opportunity in a different career field and I'm very fortunate to be given many opportunities to learn useful skills during my time in the company. Your guidance and support have prepared me well for the future.

The support and personal development you've provided has helped my career immensely.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

  
Rouella Jane L. Ancajas

Confirmations Specialist