

October 31, 2024

**iPloy Staffing Solutions**

**16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu**

Dear Maam/ Sir,

I hope this letter finds you well. I am writing to formally resign from my position at iPloy Staffing Solutions, effective immediately. I have been offered a new role with the Department of Education (DepEd), and I have decided to pursue this opportunity.

I sincerely apologize for any inconvenience that my immediate resignation may cause. I am deeply grateful for the opportunities and experiences I have gained during my time here, as well as the support and guidance I have received from you and the team.

Please let me know if there is anything I can do to assist during this transition. I wish the company continued success in the future.

Thank you once again for everything.

Sincerely,



RIZAMAE V. RIVERA