

Leizli N. Parilla

Yati, Liloan, Cebu

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May 1, 2024

Dear HR/Admin,

This is to formally notify you that I am resigning as CSR from IPLOY. Therefore, I would like to give one month's notice, effective from today's date, May 01, 2024. In service of my notice period, my official last working day will be on May 31, 2024.

This decision is based purely on personal reasons, and in no way indicative of any dissatisfaction with my role within the department.

I would like to take this opportunity to thank everyone for their kind support in making my work here for the past two years such a pleasant and worthwhile experience. This wasn't an easy decision to pursue better opportunities outside the company, for I am beyond grateful with the undying support to everyone particularly who are living outside metro Cebu like me, keeping its service available at all times. The support and concern shown by the team and the rest of the management team has been deeply appreciated.

Additionally, due to heavy traffic going on, I used to prepare myself three hours or more just to arrive in working place as early as possible to achieve perfect attendance and it took another ninety minutes of journey for me to arrive at home and I endure all these things like this travel time experiences all throughout the years to show my professionalism and demonstrates my time management skills as I have mentioned during my application process. This thing which I consider it as the main reason behind of my resignation.

I made this difficult decision due to strategic career move which can accommodate my needs, a working schedule that perfectly works for me and allows me to balance my work and personal life in a way that promotes my well-being and success.

My decision is final. Please, do not consider a counteroffer. I am leaving for a career enhancing opportunity. I wish to leave IPLOY Inc on good terms with no animosity. I wish all the best for the Company.

Sincerely,



Leizli N. Parilla