

Stephanie Octavio  
M.L Quezon National Highway Pusok  
Lapu-Lapu City, Cebu 6015  
09959013944  
[tiffanyoctavs@gmail.com](mailto:tiffanyoctavs@gmail.com)

June 27, 2024

Roxanne Noquera  
Supervisor  
Iploy  
16<sup>th</sup> Floor, One Montage, Archbishop Reyes, Cebu City

Dear Ms. Noquera,


Good day!

I regret to inform you that I am resigning from my position here immediately as customer service representative with Iploy, effective June 27, 2024, due to personal reasons that require me to look for a work-from-home setup. As a result of this recent personal and career growth, I also decided to move back to my hometown.

I am grateful for the opportunity to work with the company for the past two years. I am especially grateful for your close and patient supervision.

If there's anything I can do to help with the next steps of the offboarding process, please let me know. Thank you for your understanding in this matter.

Sincerely,



Stephanie Octavio