

**Diana Baricuatro**

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January 30, 2026

**Carl Edzel Abellana**

Supervisor

iPloy Staffing Solutions 16th Floor, One Montage, Archbishop Reyes, Cebu City

Dear Management,

Please accept this letter as my formal notice of resignation from my position. My last day of employment will be **February 28, 2026**.

I have decided to pursue a new career opportunity that aligns more closely with my long-term goals. As I reflect on my 3 years and 9 months with the company, I am deeply grateful for the opportunities I've had to grow both professionally and personally.

I would like to express my sincere gratitude to my supervisors, the Escalations Team, and my colleagues for their guidance, support, and camaraderie. It has been a privilege to work alongside such a dedicated group of individuals, and I will truly cherish the knowledge I have gained and the many positive memories we shared.

During my remaining time, I am committed to ensuring a smooth and seamless transition of my responsibilities.

I wish iPloy continued success and growth in the years ahead. Thank you once again for the opportunity to be part of the team.

Best regards,

A handwritten signature in black ink, appearing to read 'Diana Baricuatro', with a horizontal line extending to the right.

Diana Baricuatro