

Lyka Mariz Cabañero
Team Lead
iPloy, Staffing Solutions
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park,
Cebu City 6000

Dear TL Maree,

I hope this message finds you well.

I am writing to formally resign from my position as Quality Assurance Specialist, effective February 10, 2025. This was a difficult decision, but I have decided to pursue another opportunity that aligns with my career goals.

I want to express my gratitude for the support and opportunities provided to me during my time at iPloy. I have enjoyed working with such a talented and dedicated team and am proud of what we have accomplished together.

I will do my best to ensure a smooth transition by completing any pending tasks and assisting in the handover process. Please let me know how I can help make this transition as seamless as possible.

Thank you once again for your understanding and support.

Best regards,



Jenn Sherley B. Gumandoy