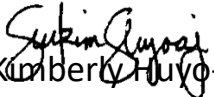


Kimberly Huyo-a
Customer Service Representative
Villa Kalubihan, Basak San Nicolas, Cebu City
Cebu City 6000
huyoakimberly01@gmail.com
+63 9084411299
January 2, 2026

Ed Pogado
Asset Recovery
iPloy Staffing Solutions
Cebu Business Park, Archbishop Reyes Avenue, Cebu City
Cebu City 6000

Dear TL Ed,

I am writing to formally resign from my position at iPloy Staffing Solutions, with January 30, 2026 as my last working day. This decision comes after careful consideration of my personal circumstances. While I deeply value the opportunities I have had here and the strength of our department, I believe it is in the best interest of both myself and the company that I step down at this time. I am sincerely grateful for the support, guidance, and professional growth I have received during my tenure. Working with such a strong team has been an honor, and I hold great respect for the resilience and success of our department. My decision is not a reflection of the team or the company, but rather a necessary step to prioritize my well-being. I will cooperate fully to ensure a smooth transition of any pending responsibilities. Please let me know if there are specific matters you would like me to address before my departure. Thank you once again for the opportunities and experiences I have gained at iPloy. I wish the team continued success in the future.

Sincerely,

Kimberly Huyo-a
EID: 3013