

Resignation Letter

CHRISTOPHER MONTES

105- A Ramon Duterte St, Banawa Guadalupe.

Cebu City, 6000

**November 19, 2025**

**iPloy Inc.**

**9<sup>th</sup> Floor, Ayala Center Cebu Tower**

**Bohol Street, Cebu Business Park,**

**Cebu City 6000**

Mr. Adrian Delmoro,

Please accept this letter as my formal resignation from my position as Customer Service Representative at iPloy Inc., effective December 19, 2025.

This decision has not been easy. Since receiving a full scholarship this past August, I've been struggling to balance my academic commitments alongside my responsibilities at work. After much reflection, I've come to the conclusion that I can no longer manage both effectively and must make this sacrifice to focus on my studies.

During my time at iPloy Inc., I've been fortunate to grow both personally and professionally. I'm deeply grateful for the experience, training, and support I've received. Working with you and the team has significantly contributed to my development, and I will always value the skills I've gained here. Your guidance has prepared me well for the future.

I hope we'll have the opportunity to collaborate again someday. Please let me know how I can assist during the transition period. I wish you and the company continued success.

Sincerely yours.

  
Christopher Montes

Noted and accepted, Effective Date  
December 05, 2025

  
Margarita C. Silva  
HR Supervisor