

Letter of Resignation

Lorena Jane Quiseo
North Road, Basak, Mandaue City
Cebu, 6014

February 28, 2023
iPloy Staffing Solutions
9F Ayala Center Cebu Tower
Cebu Business Park
Cebu City, 6000

To whom it may concern,

Please accept this letter as confirmation of my resignation as a Customer Service Representative at iPloy Staffing Solutions. I would like this resignation to be valid immediately as I would not be able to report to work due to health issues.

I'd like to place on record my appreciation for the opportunities given to me by iPloy, especially my Team Leader, Ace Villareal who motivated me to be a better individual and for being an instrument for me to learn a lot of things not just with the knowledge of the product. It was my most enjoyable 7 months with the team and with iPloy. I'd like to wish you and all my colleagues every success for the future.

Be assured I'll do everything I can to make sure my work is handed over smoothly. If there's anything else that you will need from me, please let me know.

Yours Sincerely,



Lorena Jane Quiseo

