

Abbygale Villacorta
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Cogon Pardo
Cebu City, 6000

February 24, 2023

Iploy Staffing Solutions
Ayala Center Cebu Tower
Cebu Business Park
Cebu City, 6000

Dear Iploy Management,

Please accept this letter as formal notice of my resignation from my position as Customer Service Representative at Iploy. My last day of employment will be today, February 24, 2023.

Thank you for giving me the opportunity to work in this position for the past six months. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish the company all the best for the future.

Yours sincerely,



Abbygale Villacorta