

January 14, 2025

iPloy Staffing Solutions
One Montage Building Archbishop St.
Cebu City, Philippines 6015

To whom it may concern;

I am writing to formally resign from my position as Customer Service Representative at iPloy OPC, effective today, January 14, 2025

This decision has not come easily, but after much consideration, I have concluded that it is necessary for my health and well-being. I have been suffering from stomachaches, migraines over the past months and I was advised by the doctor to prioritize my health. Most of the time I was absent due to these, and I find myself unable to fulfill my responsibilities effectively. I have low immune system and was admitted twice at the Hospital which is why I am strongly to have a proper sleep schedule and should rest well seriously.

I could not be more grateful for all of the opportunities I've had to grow and make lifelong friends during my time at [iPLOY OPC]. I'd like to thank you deeply for your guidance and support during my employment.

Please feel free to let me know how I can assist with making the transition as smooth as possible. I wish you and [iPLOY OPC] the very best in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannen Claire C. Tumulak', written in a cursive style.

SHANNEN CLAIRE C. TUMULAK