

02/03/2023

iPloy Staffing Solutions
16th Floor, One Montage,
Archbishop Reyes Ave,
Cebu City 6000

Dear Ms. Karen Kate Lubay
Mid-Atlantic Team Leader

Please accept my formal notification that I am resigning from my position as an Authorization Specialist effective on February 3, 2023.

Thank you for allowing me to work in this position for the last 5 months. I am truly grateful for the skills and knowledge that you have taught me throughout my employment.

Unfortunately, due to some unexpected events wherein my mother asked me to go back to our hometown as soon as possible because she'll be needing my assistance with her health condition. I am the eldest and the only one she could trust since we're only 4 in the family.

If I can be of any other assistance during this time, including wrapping up my responsibilities, please let me know.

Thank you again for letting me be part of this company, and I wish you and iploy all the best for the future.

Sincerely,



Kathelia Niña C. Bañez

Received by:

Karen Kate Lubay