

August 8, 2025

Wilbeth O. Recla

282 Saint Paul St., Hipodromo

Cebu City, 6000, Cebu

Kelsey Negre

Team Leader

9th Floor Ayala Center Cebu Tower

Bohol Street, Cebu Business Park

Cebu City, 6000, Cebu

Dear Ms. Negre,

I am writing to inform you that I am resigning from my position as a Billing Representative at iPloy Staffing Solutions effective immediately. This decision was not an easy one to make, but I believe it is in the best interest of both myself and the company.

I'm grateful for the opportunities at iPloy, but I felt like I was not using my skills and experience to their full potential for career wise. I'm looking for a job that will help me grow, so I can take my career to the next level.

I would like to take this opportunity to express my gratitude for the experience and support that I have received during my time at iPloy especially to my original team. The skills and knowledge that I have gained during my tenure here will remain with me for years to come.

I also would like to take this opportunity to express my appreciation to my previous Team Leader Ms. Marian Feliminiano who always stands behind our back making sure we don't fall, she guides us through challenges and celebrates our successes as a team, she always makes sure that we are seen, heard and valued even with our shortcomings, she also never fails to encourage us to do better. I'm beyond grateful for her support, guidance and love for her team members. She's truly an asset to this company.

I understand that my resignation with immediate effect may cause some inconvenience to the company, and for that, I apologize.

Thank you for the opportunity to work with this company. I wish you all the best in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Recla', with a small flourish at the end.

Wilbeth O. Recla