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June 10, 2025

To the Human Resources Department
iPloy Staffing Solutions
16th floor, One Montage,
Archbishop Reyes Ave, Cebu City, Cebu

Dear HR Team,

Please accept this letter as formal notice of my resignation from my position as Customer Service Representative, effective July 10, 2025.

This decision was not made lightly. I'm deeply grateful for the opportunity to have been part of the team, and I truly value the experiences, lessons, and support I've received – especially under the Recertification Department. The growth I've gone through, both personally and professionally, will always stay with me.

However, after careful thought and reflection, I've realized that it's time for me to move forward for my personal growth and well-being.

I'll do what I can to manage my remaining responsibilities as smoothly and professionally as possible.

Thank you again for the opportunity and for all the experiences that have shaped me professionally and personally.

Sincerely,



Cleah Del Rosario