

Hansel Jade Trazona
St Lawrence St.
Apas Lahug, Cebu City 6000
jadeyy04@icloud.com
09761987413
September 15, 2023

HR Department
16th floor, One Montage
Archbishop Reyes Avenue
Cebu City 6000

Dear HR Department,

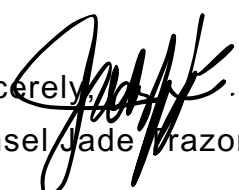
I am writing to formally resign from my position as Intake Specialist at iPloy Staffing Solution, effective September 15, 2023. I am grateful for the opportunities and experiences I've had during my time with the company. This decision has not been easy for me, but it is a necessary step as I plan to take a significant step in my career. I will be preparing to take the Licensure Examination for Teacher (LET) and dedicating my full attention to this important milestone in my professional development.

I want to express my appreciation for the support and guidance I have received from you and the entire team at iPloy Staffing Solution. I have learned a great deal during my tenure here, and I am confident that these experiences will contribute positively to my future endeavors.

I am committed to ensuring a smooth transition during my notice period. I am willing to assist in training a replacement and completing any pending projects to the best of my ability. Please let me know how I can be of assistance in this regard.

I would like to extend my gratitude to everyone at iPloy Staffing Solution for the valuable experiences and relationships I have gained. I look forward to staying in touch and hope that our paths may cross again in the future.

Thank you once again for understanding my decision, and I appreciate your support during this transition.

Sincerely,

Hansel Jade Trazona