

September 30, 2022

IPLOY OPC Staffing Solutions  
9th floor, Ayala Center Cebu Tower  
Bohol St. Cebu Business Park, Cebu City

To whom it may concern,

I am writing to inform you of my intention to resign from my job as a Customer Service Representative - Phone at IPloy OPC, effective from this day forward.

It may have seemed abrupt since I just got employed last week, but I'm choosing my health over this job. It was a challenge for me to work on a graveyard shift and I thought it was manageable at first. However, my stomach cannot bear to miss meals on the exact time it should be taken, and my family cannot afford future health issues that may arise. I can't afford to see my parents worrying over my health from time to time. I know it's something that can be adjusted, but our financial status cannot afford any more problems.

As much as I wanted to pursue my career in IPLOY, I, along with my family's approval, have decided to depart from the company and look for a job that compasses a morning shift. I had plans to apply for the HR department but given the fact that I am inexperienced, I might not be able to do so. I am fully aware that IPLOY doesn't do rehiring. It's a big decision I have to make but I'd rather have it done as early as now, than to create further damages to both parties.

I deeply apologize for my consecutive absences that have violated the company's code of conduct. However, I have already submitted the supporting documents needed in order to prove that I got sick and was advised to stay home to rest.

I am beyond grateful to learn a lot from the training and from the trainer as well. Thank you very much and I'm hoping for your kind consideration.

Have a great day and God bless.

Sincerely,



Vanessa Mae Ortega