

**Clarisse Mordeno**

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January 14, 2025

**iPloy, Staffing Solutions**

9<sup>th</sup> floor, Ayala Center Cebu Tower  
Bohol St., Cebu Business Park  
Cebu City 6000

To whom it may concern,

I regret to inform you that I am resigning from my position as Customer Service Representative (Intake Specialist) at iPloy OPC, effective immediately.

I understand that this sudden resignation may cause some inconvenience, and I apologize the whole team for this may cause interruptions or any untoward disruptions.

However, due to unforeseen circumstances, I have decided to resign.

Thank you for the great opportunities that you have given to me. I have experienced significant growth of my career over the past 2 years. I am deeply saddened that I cannot continue the development I once started here. It was a wonderful stay with the company, but I must step down from my position immediately.

If there is anything I can do to help make the transition easier, please let me know. I do not intend to disturb you with this news, but this is for the betterment. I hope you will accept my sincerest apologies in making January 14<sup>th</sup> my final day here.

Thank you so much for your understanding in this matter.

Sincerely,

  
Clarisse Mordeno