

Ma. Kyle B. Alforte  
Kinasang-an Paradise 2  
Pardo, Cebu City

January 30, 2023

*iPloy OPC*  
*Ayala Center Cebu Tower, Cebu Business Park*  
*Cebu City, 6000*

Dear, TL Ariel Sanchez,

Please accept this letter as the formal notice of my resignation from my current position as Customer Service Representative for iPloy OPC., effective immediately, this January 30, 2023. Regrettably, my current home situation does not permit me to be able to fulfill my duties further. I have also decided to return to school to finish my studies.

I appreciate the opportunities for professional and personal development that the company has provided me. I have enjoyed, feel positively challenged and especially, feel honored to have been a part of my supportive team, and you TL, who taught me, believed in me, and for the patience and chances despite being a beginner in this industry. It was a pleasure to work in the company and with the team. I am forever grateful.

I regret any inconvenience that it may cause. Please advise of any additional actions that I might take for my departure.

You can contact me by email or phone if you have any questions or need to speak with me for any reason.

Sincerely,

  
Ma. Kyle B. Alforte