

IPLOY, OPC

9<sup>th</sup> Floor, Ayala Center Cebu Tower,  
Cebu Business Park, Cebu City, 6000

December 22, 2022

To Whom It May Concern:

Please accept this letter as my formal notice of resignation as a Customer Service Representative.

I just recently found out that I have dextroscoliosis– which explains my difficulty of breathing, or shortness of breath, chest pains, and excruciating back pain during my shifts. I would like to vacate my position until January 6, 2023, however if the company still needs more time on finding my replacement, I would gladly oblige to render within 30 days from the start of this notice.

As I have been in constant battle with work and life, my health condition has deteriorated which led me to a decision of leaving the company. It was a pleasure working with IPLOY as I had a great working environment and met amazing people along the way.

Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I would like to wish the company all the best for the coming years.

Sincerely,

Beau Angela Gabvryl Sanchez