

July 01, 2024

IpLoy, OPC

16th floor, One Montage,

Archbishop Reyes Ave, Cebu

Cebu City

Dear TL Josie,

Please accept this letter as formal notice of my intention to resign from my position as a Customer Service Representative effective today July 01, 2024. I apologize for the short notice but due to personal and family reasons, I must resign immediately.

For almost 2 years of being a part of this team is a great treasure and honor for me and I would definitely not forget the things I've learned being with the company in that span of time.

I wish all the best for your continued success.

Thank you for your guidance and support.

Sincerely,



Leah A. Tango-an

