

## IMMEDIATE RESIGNATION LETTER FOR PERSONAL REASON

Kristel Ann Bordado  
J Solon Camagong Lahug, Cebu City 6000  
May 18, 2023

IPLY OPC  
9th floor Ayala center Cebu Tower  
Cebu business park, Cebu City

To whom it may concern:

Please accept this letter as my formal resignation from my position as CSR - phone (voice) in Asset Recovery department. I will be leaving my position due to personal reasons. I do regret for any inconvenience my resignation will causes for you and my co-workers, these personal reasons are beyond my control and must be attended immediately.

I cannot thank you enough for the opportunities this company has provided me. Working here for the past 6 months has been incredibly instrumental in my personal growth. I value the the experience that I have gained from working here and I am thankful for the guidance given by this company. I will never forget the colleagues and friends I have made here, I have always been impressed by the professional attitude of my coworkers and staff of iPloy both in the field and at the office. I will be forever grateful for everything.

If there's anything that I can do to make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies. Thank you so much for your understanding in this matter, I have loved my job and I will look back on my time here with wonderful memories.

Sincerely,



Kristel Ann Bordado