

LETTER OF RESIGNATION

Flordelyn Vailoces
Alumnos Tabuk-Canal
Basak San Nicolas, Cebu City, Philippines

January 18, 2023

iPloy Inc.

9th Floor, Ayala Center Cebu Tower
Bohol St., Cebu Business Park Cebu City 6000

Dear iPloy Inc.


I, Flordelyn Vailoces, am writing to give my formal advanced notice for immediate resignation from my position as a full-time Customer Service Representatives. My last day will be tomorrow, January 19, 2023. I know this is unexpected, and I sincerely apologize for not being able to provide advance notice. Working for the company for two months has been vital in honing my skills and in improving my disposition professionally. The reason for my resignation is that I have been selected at Melbourne Metropolitan College in Australia for scholarship program. I also need to prepare some papers for my information in order for me to proceed to study. This may result to less productivity and I might not be able to focus and I'm afraid I may become burden for this company. I have decided to embark on further studies in order to enhance my professionalism and personal development and to improve my future career prospects. I have decided that it is time for me to leave and sort of things out as soon as possible.

Despite having to leave, I cannot express in words how grateful I am to experience both personal and career growth for the time I have spent here. I have made good friends. I would like to express my gratitude for the support you have given me during my employment at the company, and I am thankful for the invaluable experiences I have gained. It has been my absolute pleasure to work for you and with the team at iPloy Inc.

For this reason, I am afraid I won't be able to extend my service in the company. Please let me know how I can help to make this situation easier for you. If you wish to contact me, you can do so via my personal email at vailocesflordelyn@gmail.com should there be any questions or verifications regarding my responsibilities.

Thank you for your understanding.

Sincerely,


Flordelyn S. Vailoces