

Letter of Resignation

LORRAINE MAE R. ALBUERA
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Cebu City, Cebu, 6000

January 2, 2022

iPloy Inc.

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

Dear iPloy Inc.,

Please accept this letter as my formal resignation from my position as Customer Service Representative. I apologize that this became an immediate request, but I would like to inform you that my last day of employment will be on January 3, 2023.

I am truly grateful for the great opportunity that this company has given me for almost two months. My journey working in this company is very fruitful and it has given me equal moments of ups and downs as well. But first, I want to apologize for my consecutive absences. Secondly, I want to apologize for this sudden and immediate resignation. I tried my best to adjust my body with the working hours, but sadly I believe my body was not really able to adjust and rather I became more sleepy especially during midnight and suffers from migraine and headaches. As of now, I don't understand my body situation and my body clock. This may result to less productivity and I'm afraid I may become a burden to your company. Moreover, I also need to focus on my review for the upcoming Licensure Exam for Teachers this March, but since I have a problem with my body clock, I might not be able to focus. I believe that I need to work this out by starting this small step. I have decided it is time for me to leave and sort things out as soon as possible.

Please let me know how can I be of help during the transition period.

Thank you for your understanding and for the opportunity you have given me. I wish you and the company the very best going forward.

Sincerely yours,



Lorraine Mae R. Albuera