

April 3, 2023

HR MANAGER

iPloy Staffing Solutions
Cebu City, Philippines 6000

Dear Ma'am/Sir;

I am writing this letter to formally notify of my intention to resign from my position as Costumer Service Representative in iPloy Staffing Solutions, Cebu City. My last day will be today, April 3, 2023.

In line with this, I would like to express my deepest gratitude for the opportunity to have worked in this position for four months. I have learned and did numerous things that I've never thought I could do. Camaraderie with my colleagues and the bond we shared with my team and our team leader Renier Fernandez will forever be cherished. I will bring all my learning and experience here at this company, and will surely look back in my greatest time here as a valuable period of my professional life.

Thank you for your kindness and understanding. I truly appreciate all the support and guidance you have provided in the moment that I have worked for this company.

Sincerely yours,


GENEVIEVE S. GINGCO