

Letter of Resignation

JULIUS CEAZAR A. CAPELLAN
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Cebu City, Cebu, 6000

January 24, 2023

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

Dear iPloy Inc.,

Please accept this letter as my formal resignation from my position as a Customer Service Representative. I apologize that this became an immediate request, but I would like to inform you that on January 23, 2022 (11:00 pm) to January 24 (8:00 am) of 2023 is my last day of employment.

This company has given me plenty of opportunity for almost two months and for that I am truly grateful. For the past few months of being a part of iPloy, I really did my best to have a complete attendance and gladly I was able to achieve it, I also enjoyed every knowledge and experience from every person I have worked with. However, as time passed by my body starts to fail me as I suffer from migraine, and headaches. also get runny nose and cough from time to time. I think it is because my body is not used to night shift, although I tried my best it's hard for me adjusting in this new sleeping pattern that's why there are times where I get sleepy during work, and I couldn't sleep during daytime. I am afraid I might become a burden to your company. My family is concern with my health that they decided that I should go home to our hometown in Masbate to get checked, and rest there so they can also monitor my condition.

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

Sincerely yours,



Julius Ceazar A. Capellan