

Gail C. Vocales

Jugan, Consolacion, Cebu

April 7, 2025

To whom this may concern:

Warm greetings!

I am writing to formally inform your kind office of my resignation **effective** April 07, 2025.

iPloy has been a home where I grew to become experienced career-wise. It is also where I met my valued friends, and where I gained my first employment. Having given a wonderful opportunity as an undergraduate and inexperienced, iPloy is truly a blessing.

The reason for my resignation is personal. My current familial situation demands me such. I am confident that the company will honor my resignation.

I am forever indebted to my team leader, Ricky Sarabia, for sharing his expertise and allowing me to conduct trainings that put forth knowledge expansion on my end. During my tenure in iPloy, I am happy that I was able to impart knowledge to the team.

Thank you for the two years!

Sincerely,

A handwritten signature in black ink, appearing to read 'Gail Vocales', written in a cursive style.

Gail Vocales