

Hiyascel B. Atamosa
Purok 5, San Jose, Cebu City

May 15, 2023

HR Department
iPloy OPC
9th Floor Ayala Center Cebu Tower,
Cebu Business Park, Cebu City

Dear Ma'am,

I am writing to formally notify you of my immediate resignation from the position of Customer Service Representative, effective May 15, 2023 due to health and personal issues I am afraid that I can't attend to work every day.

Thank you for understanding; I truly appreciate all the support and guidance you have provided me during my time in the company.

Please let me know how I can help to support a smooth transition.

God Bless!

Sincerely,



Hiyascel Bitoon Atamosa