

January 3, 2024

IPLOY OPC

16th Floor, One Montage Building
Archbishop Reyes Avenue, Cebu City, Philippines

Dear Miss Marishka and Miss Ramelyn,

I hope this email finds you well.

I am writing to formally resign from my position as a **Human Resource - Onboarding Specialist**, effective on **February 3, 2025**.

I want to express my sincere gratitude for the opportunities I've had during my time here at iPloy. Working here has been an invaluable experience, and I truly appreciate the support, guidance, and encouragement I've received from you and the team. I've learned so much and will always value the skills and relationships I've built here.

While I've encountered some challenges, including ongoing issues with some of the HR Officers, I remain confident in my integrity and am at peace that I am not guilty of such issues. Despite these challenges, I deeply value the connections and friendships I've formed, and I believe they will continue beyond my time at iPloy.

After careful reflection, I have decided that it is in my best interest to step away from my role to prioritize my personal well-being and professional aspirations. I intend to use this time to rest and reflect, as well as to pursue opportunities that align with my goal of securing a role with a morning shift schedule or a work-from-home setup with a competitive salary package, which were considerations previously discussed.

To ensure a smooth transition, I am happy to assist in any way necessary. Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities. I am committed to making this process as seamless as possible.

Thank you once again for the opportunity to be part of this company. I look forward to staying in touch and to wish the company continued success in the future.

Sincerely,


Jade F. Mata