

Tisha C. Samontiza

378 C.Padilla Street

Cebu City, Cebu,6000

kyzechandria@gmail.com

+639 944 332 261

October 29, 2024

HR MANAGEMENT

IPLOY OPC

9TH FLR ACCT, BOHOL AVE.

CEBU CITY, CEBU, 6000

Dear HR,

I am writing to formally resign as a Customer Service Representative (CSR TANKS) at IPLOY OPC effective November 12,2024.

This was not an easy decision to make, but after considerable reflection, I have decided to accepting a new job offer. This opportunity will allow me to further my career and achieve my personal goals.

I have enjoyed my time at IPLOY and am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support and guidance provided by you and the team.

Thank you once again for the opportunity to be a part of IPLOY. I wish you and the company continued success.

Sincerely Yours,

TISHA SAMONTIZA



