

Resignation Letter

May 20, 2024

iPloy Staffing Solutions

Ayala Center Cebu Tower,
Bohol ST., Cebu Business Park
Cebu City, Cebu 6000

Dear Ma'am/Sir,

I hope this letter finds you well. I am writing to formally submit my resignation from my position as Customer Service Representative effective immediately. I apologize for the short notice and regret any inconvenience this may have caused the company.

I have come to the conclusion that it's time for me to explore different opportunities that align more closely with my career aspirations.

I am available to provide any necessary assistance to ensure a seamless transfer of responsibilities.

I appreciate the opportunities for growth and development you have provided during my tenure. I will always appreciate the experience and knowledge I gained during my time here. Thank you for all the guidance and support.

Sincerely,

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

PHOEBE BANGCONG