

April 29, 2025

Sarah Saladaga  
Team Lead/Direct Supervisor  
IPloy Staffing Solutions  
9<sup>th</sup> Floor Ayala Center Cebu Tower  
Bohol Street, Cebu Business Park  
Cebu City 6000

To Ms. Saladaga:

Please accept this letter as my formal resignation as a Customer Service Representative of the Reauthorization's Department effective immediately, making April 29, 2025 as my last day with the team. This decision comes after a careful consideration and is driven by personal reasons that require my urgent attention.

This wasn't an easy decision because I've really enjoyed working with you and the team. I've learned a lot, and I appreciate all the support and opportunities I've had here. It just feels like the right time for me to take on a new challenge and endeavor in this chosen industry.

I understand that my immediate departure may pose for the team and the company, and for this, I sincerely apologize. I had hoped for a different outcome, but under certain circumstances, the decision is unavoidable. Please know that I am incredibly grateful for the 2-year duration I spent with IPloy and especially to Queue Team that mold me of who I am today. These 2 incredible years will forever be cherished.

Thank you for your understanding and support on this. I have valued the time I have with the team and deeply regret that I cannot continue in my role. I hope to maintain a positive relationship moving forward, and wish the company continued success in the future.

Sincerely Yours,



JULIUS BUQUIA  
CSR-Reauthorization

Acknowledged by:



SARAH MAE SALADAGA  
Team Lead/Direct Supervisor