

Richelle L. Juay

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May 1, 2025

Team Lead: Starky Gelli

iPloy-OPC

9th Floor, Ayala Center Cebu Tower

Bohol Street, Cebu Business Par

Dear TL Steve,

I am writing to formally resign from my position as Customer Service Representative at iPloy, effective immediately. I have recently been offered another opportunity that better aligns with my professional development goals and long-term aspirations.

While I regret not being able to provide the standard notice period, this decision was made after careful consideration. I am sincerely grateful for the experience, training, and support I have received during my time with the company.

Please let me know if there's anything I can do to assist with the transition. I wish the team continued success.

Sincerely,

A handwritten signature in black ink that reads "richelle" in a cursive, lowercase font. The signature is enclosed within a large, hand-drawn oval shape.

Richelle L. Juay