

June 30, 2023

Maree Cabanero  
Team Leader  
IPLOY Staffing Solutions  
9th/F Ayala Center Cebu Tower, Bohol St.,  
Cebu Business Park, Barrio Luz, Cebu City, Cebu 6000

Dear TL,

I am writing you today to give my formal resignation from as a Customer Service Representative under the account of Adapthealth due to family reasons. The effective is June 30, 2023.

I am grateful for the experience and growth that iPloy has offered me during my one month of employment. I will fondly remember my time with your company.

I would like to thank you and the team for the unconditional support and guidance when I was in your team. Being a Customer Service Representative at iPLOY has exposed me to many opportunities and I have honed my English Communication skills here. I know that this company will continue to grow and thrive.

I will miss the staff and the team very much.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories. I wish you and the company all the best.

Yours sincerely,

  
Loche A. Alino