

Alexis V. Manreal  
alexismanreal@gmail.com  
Upper Calajo-an, Minglanilla, Cebu

January 4, 2024

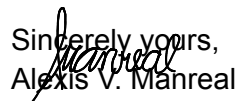
John Minguan  
Senior Team Lead  
iPloy Staffing Solutions  
Ayala Center Cebu Tower Bohol Street, Cebu Business Park

Dear Stl. Ming,

I am writing this letter with a heavy heart as this serves as a formal notice of my resignation from my position as a Customer Service Representative at iPloy Staffing Solutions. I am well aware of the resignation process as stipulated in the rules and guidelines of the company that I am willing to comply with. I am looking forward to ending my employment on the 31st of January, 2024.

It makes me feel sad to end my journey however I have to put more attention to my studies. With its high demand and constraints, I can't serve two masters at the same time. With this, to ease the transition after my departure, I am happy to assist you with any tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future.

Sincerely yours,  
  
Alexis V. Manreal