

August 15, 2025

IPLOY

9th floor , Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City 6000

Dear Ma'am/Sir,

Please accept this letter as my immediate resignation from my position as a Customer Service Representative with IPLOY due to health issue.

I appreciate the opportunities for growth and development you have during my tenure . Thank you for your guidance and support.

I wish you and the company the very best going forward.

I'm more than willing to assist you in any possible way to make sure my departure will be smooth and seamless.

Sincerely,


Jenelyn R. Rada