

## Resignation Letter

**Dara B. Lozada**

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iPloy Staffing Solutions  
9th Floor, Ayala Center Cebu Tower (ACCT)  
Bohol St. Cebu Business Park, Cebu City Philippines

To whom it may concern,

I am writing to formally resign from my position as a Customer Service Representative under Billing department - Patient Pay at Iploy, with my last working day being August 31<sup>st</sup> of 2024.

After careful consideration, I have decided to resign from my position in order to focus on planning my wedding which is scheduled for May of 2025 at Dumaguete. Me and my partner lives in a different time zones, he is consistently travelling across seas due to his profession. There's no guarantee that he will be on a fixed time zone for us to communicate properly, hence the more reason this whole thing requires my full attention and time, making it necessary for me to prioritize these plans over my professional commitments currently.

I appreciate the opportunities I had during my time at the company Iploy. I am committed to ensuring a smooth transition and will do my best to complete any remaining tasks during my notice period. Please let me know how I can assist in making this transition as seamless as possible.

Thank you once again for the opportunity to be part of the Company Iploy. I wish the company continued success in the future.

  
Sincerely,

Dara Lozada