

May 19, 2025

iPloy Staffing Solutions  
16th Floor, One Montage, Archbishop Reyes, Cebu City, Cebu  
0915 027 6447

To whom it may concern:

I am writing to formally resign from my position as Customer Service Representative at iPloy Staffing Solutions, effective May 19, 2025. My last working day will be June 19, 2025.

I have decided to pursue a new opportunity in a different career field. Working with such a talented team has been an invaluable experience, and I am truly grateful for the knowledge and growth I've gained.

I deeply appreciate the friendships I've made and will miss everyone. Wishing you all continued success.

Sincerely,

A handwritten signature in black ink that reads "Janella P. Colon". The signature is written in a cursive style with a large, looping flourish at the end.

JANELLA P. COLON  
0999 619 6140  
Janellacolon29@gmail.com