

## Resignation Letter

Shaira Mae Ambos

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

To whom it may concern,

I am writing to formally announce my resignation from my role as a Customer Service Representative in the Billing Department, effective on November 29, 2024

This decision has not been an easy one, as my time here has been fulfilling and instrumental in my personal and professional growth. I am grateful for the opportunities I've had to learn, contribute, and develop within the team over the past year. The support and guidance I've received have been invaluable, and it has truly been a privilege to work with such a dedicated team.

While I am eager to continue growing in my career, I have decided to focus on my studies, which requires me to take this next step. I hope to bring back the skills I acquire and apply them as I move forward.

Please let me know how I can assist in making this transition smooth and ensuring that my responsibilities are appropriately handed over. I hope to stay in touch and would be delighted to reconnect in the future.

Thank you once again for everything.

Sincerely,  
  
Shaira Mae Ambos