

September 2, 2023

Dear Ma'am/Sir,

I am writing to notify you of my intention to resign from my position as a Customer Service Representative at iPloy, effective September 4, 2023.

I am thankful that I was given a chance to be part of your company. However, as much as I wanted to continue to be on service at iPloy, I am unable to do so due to the fact that I have to pursue my studies.

Thank you very much for the opportunity to work with you and for helping me developed as an employee on your team. I've enjoyed honing my customer support representative skills and being a part of the team.

I'm happy to be of assistance, so if you have any questions, please feel free to reach out via phone at 09532390033.

Yours Sincerely,


Marite Hagayah