

Erica Jane Añabieza
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Jiles Bacus iPloy Staffing
Solutions Ayala Cebu
Business Park
Cebu City, Cebu, 6000

Dear TL Jiles,

I am writing this to formally resign from my position at iPloy Staffing Solutions, effective immediately. This decision was not made lightly, and I am deeply grateful for the opportunities I've had to grow and contribute as a part of your team. As my first job, my time here has been an incredibly valuable experience. I have learned so much and developed skills that I will carry with me throughout my career. For that, I am truly grateful.

After careful consideration, I have decided to accept a position that aligns better with my preferred time and schedule. While I am excited about this next step in my career, I will always value the experience and knowledge I've gained here. Please know that I am committed to ensuring a smooth transition. I am available to assist in transferring my responsibilities and provide documentation. Please let me know how I can best support you and the team during this time.

Thank you for your guidance, support, and the trust you have placed in me during my time here. I hope to stay in touch and wish the company's continued success.

Sincerely, .

Erica Jane Añabieza