

February 16, 2024

The Manager  
HR Department  
Iploy Cebu  
Cebu City, Philippines

Dear Sir/Madame,

I am writing to formally render my resignation effective February 16, 2024, my last day of work will be March 15, 2024, in line with the stipulated notice period for the reason of I have to finish my studies abroad. My father have already decided to have me live there for good.

It has been a privilege to serve in this capacity for the past six months. The experiences and insights I have garnered have been invaluable. I deeply appreciate the opportunities for growth and the collaborative environment that I had the pleasure of being a part of. These experiences will undoubtedly influence my future endeavors, and I will always regard my time at IPloy as a significant chapter in my professional journey.

Thank you once again for your guidance and support all throughout. I I look forward to staying in touch.

I am looking forward to your positive response regarding this matter. Thank you very much.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'HM' with a flourish.

Hyacienth B. Medio