

July 5, 2024

IPLOY, OPC,
16TH Floor, One Montage,
Archbishop Reyes Avenue
Cebu City 6000

Dear TL Josie,

RE: NOTICE OF RESIGNATION

With reference to the above, with much regret, I would like to inform that I am tendering my resignation as a Customer Service Representative by giving the company's one month notice as to adhere with the contract of employment with effect from my last working day with the company will be on August 4, 2024.

My tenure with IPLOY has been a memorable experience and the knowledge and skills acquired are priceless. Therefore, I would like to extend my sincere gratitude for the support, guidance, and assistance given to me.

Lastly, I thank you for giving me the opportunity to serve and be part of your team and wish all the best to the company

Thank you,

A handwritten signature in black ink, appearing to read 'Chluie Politan', written in a cursive style.

Chluie Politan