

BIANCA T. BASCON
Sambag 1, Urgello Street,
Cebu City, Cebu 6000

February 16, 2024

iPloy Staffing Solutions
16th floor, One Montage,
Archbishop Reyes Ave,
Cebu City, Cebu

To whom it may concern,

Please accept this letter as my formal resignation from my position as a customer service representative at iPloy Staffing Solutions, effective tonight, February 16, 2024.

I regret to inform you that I am tendering my resignation due to the challenges I've encountered in balancing my academic commitments with my responsibilities at work. The strain of managing both has resulted in chronic sleep deprivation, leading to escalating headaches that occasionally hinder my ability to meet the high standards of work you expect.

As time has passed, the demands of my studies and job have increasingly encroached upon each other, leaving me unable to perform at my best in either capacity. Despite my best efforts to maintain equilibrium, the persistent lack of rest and resulting health issues have become unsustainable.

This decision has not been made lightly, as I have valued the opportunities and experiences gained during my tenure here. However, in the interest of my well-being and the need to prioritize my academic pursuits, I believe stepping down from my position is the most prudent course of action at this time.

I want to express my gratitude for the support and understanding you've extended to me during my time with the company. Your leadership and guidance have been instrumental, and I am appreciative of the opportunities provided for growth and development.

Moving forward, I am committed to ensuring a smooth transition of my responsibilities and to assisting in any way possible during this period of change.

Thank you for your understanding and consideration.

Warm regards,


Bianca T. Bascon