

Claire Anne B. Yongco
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September 14, 2025

Rose Dela-Cruz
Team Lead
iPloy
16th Floor, One Montage, Archbishop Reyes, Cebu City, Cebu City Philippines 6000

Dear TL Rose,

I hope this message finds you well. Please accept this letter as formal notice of my resignation from my position at iPloy, effective September 4, 2025.

Working with iPloy has been a valuable experience and I'm truly grateful for the opportunities, guidance, and support I've received during my time here. I have learned a lot and enjoyed working with a talented team.

I will ensure a smooth transition by completing pending tasks and assisting over responsibilities during my notice period. Please let me know if there is anything else I can do to help in this process.

Thank you once again for the opportunity. I wish the company continued success in the future.

Sincerely,
Claire Anne B. Yongco
