

Niña Ana Marae V. Magday  
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January 30, 2025

Human Resources  
iPloy Staffing Solutions  
16<sup>th</sup> floor, One Montage,  
Archbishop Reyes Avenue  
Cebu City, Cebu, Philippines 6000

Dear Human Resources,

I hope this letter finds you well. I am writing to inform you of my intention to resign from my current position as Customer Service Representative at iPloy, effective immediately, January 30, 2025.

I really appreciate the opportunity you gave me during my time here. I've thoroughly enjoyed my time and grateful with the experiences I've gained during my tenure. I have learned valuable skills that I will carry throughout the rest of my professional career. However, after careful consideration, I have decided to resign to focus on personal matters as a mom and on professional growth.

Thank you once again for your understanding and support. I wish the company continued success.

Warm regards,

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Niña Ana' in a cursive, flowing script.

Niña Ana Marae V. Magday