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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 formally resign from my position as a Customer Service Representative at iPloy Staffing Solutions, effective February 28, 2025.

I have recently been presented with an exciting work-from-home opportunity that aligns with my personal and professional goals. After careful consideration, I have decided to pursue this new path. I would like to work from home to spend more time with my daughter, especially as we plan and prepare for her upcoming heart surgery. Being at home allows me to provide her with the emotional support and care she needs during this critical time. It also ensures that I can be readily available for any medical appointments or emergencies that may arise. Working remotely will enable me to balance my professional responsibilities while being present for my daughter, which is essential for her well-being and recovery. This arrangement will help me manage both my work and family commitments more effectively, ensuring that I can support my daughter through her surgery and beyond.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time at iPloy Staffing Solutions. It has been a pleasure working with such a dedicated and supportive team. I am committed to ensuring a smooth transition and am happy to assist in any way possible during this period.

Thank you once again for your understanding and support. I look forward to staying in touch and wish the company continued success.

Warm regards,

Minluvie Siano  
