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Archbishop Reyes Avenue  
Cebu City, 6000  
October 04, 2023

Iploy Inc.  
16th floor, One Montage, Archbishop Reyes Ave.  
Cebu City, 6000

Dear to whom it may concern,

I am writing to tender my immediate resignation from my position as Customer service representative at Iploy, effective October 4, 2023.

I have thoroughly enjoyed my time working at Iploy I and am grateful for the opportunities I've had to learn and grow within the organization. Unfortunately, due to an irreconcilable conflict in my work schedule, I am left with no option but to resign from my current role.

I have made several attempts to address this scheduling conflict with the higher-ups, in the hope of finding a mutually agreeable solution. Regrettably, these efforts have not resulted in a resolution, leaving me with no alternative.

I want to express my sincere gratitude for the knowledge and experience I've gained during my tenure at Iploy. It has been a valuable chapter in my career, and I will carry the lessons learned here with me into my future endeavors.

I am committed to ensuring a smooth transition during my notice period. Please let me know how I can assist in this process, whether it be training a replacement or completing any pending tasks.

Once again, I appreciate the opportunities I've had at Iploy and the support of my colleagues and superiors during my time here. I wish the company continued success in the future.

Thank you for your understanding, and I hope that my departure does not cause undue inconvenience.

Sincerely,

