

Jan Amiel L. De Gracia
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September 7, 2025

Retchie Salariana
iPloy Staffing Solutions
9th Floor, Ayala Center Cebu Tower
Bohol St., Cebu Business Park
Cebu City 6000

Dear Mr. Salariana,

I am writing to formally resign from my position as Billing Specialist at iPloy, effective September 8, 2025 to October 8, 2025.

This decision comes after careful thought, and I believe it is the right step for my personal and professional growth. I would like to express my appreciation for the opportunities and support I've received during my time with the company.

I will do my best to ensure a smooth transition during the next 30 days and assist in handing over my responsibilities effectively.

Thank you again for everything. I wish you and the team continued success.

Sincerely,

Jan Amiel L. De Gracia