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Jingle Bacus  
Team Lead  
iPloy Staffing Solutions  
Ayala Cebu Business Park  
Cebu City, Cebu 6000

Dear Mr. Bacus,

I hope this letter finds you well. I am writing to formally resign from my position as a Customer Service Representative at iPloy, effective immediately.

I want to express my gratitude for the opportunity to be part of your team. It has been a source of pride for me to work at iPloy, and I am grateful for the time and patience you have extended to me. After much reflection, I have chosen to pursue my passion for teaching, which aligns with my long-term career goals and personal interests.

I have valued the opportunities and experiences I have gained at iPloy. Working alongside such a dedicated and supportive team has been a pleasure. I have learned a valuable experience and will always cherish the relationships I have made here.

Thank you for your understanding and support regarding my decision. I deeply appreciate your guidance and mentorship throughout my stay at iPloy. I wish you and iPloy continued success in the future.

Sincerely,

  
CHELLINE A. DINAPO