

IPLOY STAFFING SOLUTIONS

9TH Floor Ayala Center Cebu Tower

Bohol St. Cebu Business Park

Cebu City 6000

Alvin Baricuatro Villareal

Team Leader

Dear TL,

I am writing to formally resign from my position as Customer Service Representative (Asset Recovery), with my last working day being February 13, 2026 typically two weeks from today January 30, 2026. This decision weighs heavily on me because I have truly valued being part of this team.

This was not an easy decision, as I am truly grateful for the experiences, knowledge, and support I have gained during my time with the company. However, I have accepted an opportunity that offers a salary better aligned with the financial needs of my current situation. As a parent, providing stability for my child is my top priority, and this opportunity will allow me to meet those responsibilities more effectively.

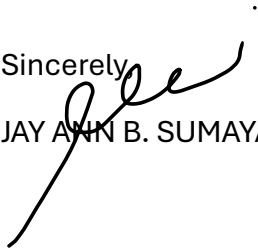
I want to express my sincere appreciation for the guidance and opportunities I've been given here. It has been a pleasure working with you and the team, and I am thankful for the skills and relationships I've built along the way.

Please let me know how I can help to ensure a smooth transition during my remaining time. I am committed to completing any pending tasks and providing training or handover support as needed.

Thank you once again for the opportunity to be part of the team. I truly wish the company continued success.

Sincerely,

JAY ANN B. SUMAYANG

A handwritten signature in black ink, appearing to read 'Jay Ann B. Sumayang', written over the printed name.