

RESIGNATION LETTER

iPloy Cebu

9th floor, Ayala Center Cebu Tower Bohol Street, Cebu Business Park, Cebu City 6000

To whom it may concern

Dear Sir/Madam,

With great regret, I am writing to inform you that I am resigning from my position as a customer service representative with iPloy effective September 13, 2025.

I would like to request to start my exit process, I am thankful for this opportunity that helped me hone my skill. However, due to circumstances outside my control which needs immediate attention, I must leave the company.

I would like to end by thanking you for understanding, this has been a wonderful job opportunity for me and have helped me in so many ways ie. Career growth. I regret that my current situation requires that I make a difficult decision now.

Sincerely,


Xyla Audiencia