

Vinz Niel Seballos  
Salinas Drive, Lahug  
Cebu city, 6000  
2/13/2024

Dear miss Jade,

I am writing to inform you of my decision to resign from my position as Customer service representative at iPloy, effective 2/8/2024. This decision has been made due to personal reasons that require my immediate attention and focus.

While I have thoroughly enjoyed my time at iPloy, and am grateful for the opportunities and experiences it has provided me, I have come to the realization that I need to prioritize my personal well-being and address the challenges I am currently facing outside of work.

I want to express my sincere gratitude for the support and guidance I have received from you and my colleagues during my time at iPloy. I have learned a great deal and have appreciated the opportunity to contribute to the team.

Please accept my apologies for any inconvenience my resignation may cause, and I hope for your understanding in this matter.

Thank you for your support and understanding.

Sincerely,

Vinz Niel Seballos