

April 30,2024

IPloy Incorporated

9th Floor, Ayala Center Cebu Tower

Bohol St. Cebu Business Park , Cebu City

To whom it may concern,

I am writing to officially offer my notice of resignation from my position as Customer Service Representative due to unforeseen circumstances and personal issues. I would like to take this opportunity to say that making this decision has been difficult. I apologize that I am no longer able to continue my employment with the company and must resign effective immediately on April 30,2024.

I would like to thank you for having me as part of your company, and I appreciate the time and patience you have shown in training me. I will always be grateful for the valuable experience and practical lessons that I gained while working here, and these will serve me well in my change in career.

Please acknowledge this letter of resignation, and if I can be of any assistance during this transition, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies for having me for such a short period of time. I have been fortunate to be a part of Initial Authorization Department. I wish the company continued success and hope to stay in touch in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maë Codera', written in a cursive style.

MAE CODERA

ID No.: 4506