

**May 19, 2025**

**To Whom It May Concern,**

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. Due to an urgent personal matter, I need to return to my hometown in Davao City and will be unable to continue with my duties.

This decision was not easy, and I truly appreciate the opportunities and experiences I have gained during my time with the company. I am grateful for your support and understanding regarding this unexpected situation.

I apologize for any inconvenience this may cause and am willing to assist with a smooth transition if possible before my departure.

Thank you again for everything, and I hope to stay in touch.

Sincerely,

A handwritten signature in black ink, appearing to read 'Renzel Ford Ravelo', written in a cursive style.

**Renzel Ford Ravelo**