

November 1, 2024

Jonare Rica
MJ Cuenco Avenue
Tejero Cebu City, 6000, Cebu

Runel Lagroma Rellen
Supervisor
Iploy
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City 6000

Dear Mr. Rellen,

Please accept this letter of resignation from the position of customer service representative, effective today.

My last in the company will be November 1, 2024.

As you know, I have finally made a decision about my position here. I will have to tender my resignation for family reasons. I cannot effectively balance my responsibility here and my personal life the necessary attention it currently needs.

I want you and everyone else to know my reasons for leaving. The truth is I cannot express the personal satisfaction I have gotten during my 6 months here. I have made business contacts and developed my relationship that have made me coming into work a pleasure every day.

This experience has been educational and inspirational. I want to thank everyone for their support and companionship. I wish you all the best.

Best Regards,

A handwritten signature in black ink, appearing to be 'JR' with a stylized flourish.

Jonare Rica