

April 21, 2025

Ellaine Griño
Superior Team Lead
PAP Resupply

Dear Ms. Griño,

I am writing to formally submit my immediate resignation from my position as a Customer Service Representative at iPloy, effective April 21, 2025.

The reason for my resignation is due to the financial strain I am experiencing, as my current salary is not sufficient to meet my needs. This has caused me a great deal of stress, and after careful consideration, I have decided to seek a position that offers better financial stability.

I want to express my sincere gratitude for the support and guidance you've provided, especially during our coaching sessions. Your willingness to listen and help me navigate challenges has been incredibly helpful, and I deeply appreciate it.

Please let me know how I can assist with the transition of my duties to ensure a smooth handover.

Sincerely,

Sabine Joy Lumayag

A handwritten signature in black ink, appearing to read 'Sabine Joy Lumayag', written in a cursive style.