

ERRA MARAVILLA CADAMPOG

Resignation Letter

HR Department - IPloy Company
16th floor, One Montage, Archbishop Reyes
Ave, Cebu City, Cebu

August 15, 2024

To HR Department - IPloy Company

I am writing to formally resign from my position as Customer Service Representative in the CSR-Phone department, with my last working day being August 15, 2024. I am grateful for the opportunities and support I have received during my time here. This role has been instrumental in my professional development, and I appreciate all the encouragement I've received.

I am resigning to pursue a new opportunity that offers a day shift schedule, which I believe will be more beneficial for my personal circumstances. Please let me know how I can assist in ensuring a smooth transition of my responsibilities.

Thank you once again for your support and understanding.

Best wishes,
Erra Maravilla Cadampog