

Erra Maravilla Cadampog

Resignation Letter

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

To Hr Department | IPloy Company

I am writing to formally resign from my position as a Customer Service Representative in the CSR-Phones Department at IPloy Company, effective August 15, 2024.

After careful consideration, I have decided to accept a new opportunity that offers a dayshift schedule more aligned with my personal needs. Unfortunately, working the graveyard shift has taken a toll on my health, and I believe this change is necessary for my well-being.

I want to express my gratitude for the opportunities and experiences I've had during my time here. I appreciate the support and guidance I've received from both the management and my colleagues.

Please let me know if there are any formalities I need to complete before my departure.

Thank you for your understanding.

Best wishes,



Erra Maravilla Cadampog