

Ma. Angelika T. Cogal
Hipodromo, Cebu City 6000
acogal17@gmail.com
09057310787

February 20, 2025

Eddie Mae Compra
Immediate Supervisor
IPloy Staffing Solutions
16th floor, One Montage, Archbishop Reyes Ave,
Cebu City, Cebu, Philippines 6000

Dear TL Eddie,

I hope this letter finds you well. I am writing to formally resign from my position as Customer Care Specialist at IPloy, with my last working day being March 19, 2025.

After careful consideration, I have decided to pursue a career in the financial sector, which aligns more closely with my academic background and long-term professional goals. This opportunity will allow me to further develop my skills in finance, and customer relations, and I believe it is the right step for my growth.

I am truly grateful for the experience, support, and skills I have gained during my time at IPloy. The knowledge and professional development I have received here will be invaluable as I move forward in my career.

I want to sincerely thank you and the entire team for your guidance and support. I will do my best to ensure a smooth transition during my remaining time with the company. Please let me know how I can assist in the handover process.

Once again, thank you for everything. I hope to stay in touch, and I appreciate all the valuable experiences I have gained here.

Best regards,



Ma. Angelika T. Cogal

