

September 17, 2024

Ellaine Grino

Senior Team Lead

Chris Quinal

Team Lead

IPLOY

9th floor, Ayala Center Cebu Tower, Bohol Street,
Cebu Business Park, Cebu City 6000

Dear Stl, Ellaine and TI, Cris,

Please accept this letter to serve as my 1-month notice to formally resign as Customer Service representative under PAP Adherence Compliance Team at IPLOY effective October 17, 2024. And my last day will be on the 16th of October.

I have thoroughly enjoyed my time in the company and am incredibly grateful for the opportunity to be part of your outstanding and competitive team. Grateful for the growth and learning I have gained during my tenure. I appreciate the patience, support and guidance provided by my Colleagues who tirelessly assist me and answer my questions pertaining to our job to successfully assist and provide our patients with a quality of service. To Stl. Ellaine who believes in me and gave me the motivation to spread my wings as everything is a learning process thank you. To TI. Chris for your constant support. And to the company and management for giving me the chance to be part of this institution that provides diverse opportunities.

I want to express my heartfelt gratitude to you and the entire team for the support and camaraderie that I have experienced here. I have learned a great deal and will always cherish the memories and relationships I have formed.

This decision is in the best for my career development and my son's welfare at the same time, and I am committed to ensuring a smooth transition during my remaining time with the company. I am open to assisting with the transition process in any way possible.

Thank you once again for the opportunities and support extended to me during my time at IPLOY. I wish the company continued success in the future.

Sincerely,
Sacha M. Pajela ID # 4789

