

RESIGNATION LETTER

Kay Bruno
Brgy. Apas 6th Street Sitio Fatima
Cebu City 6000

December 19, 2024

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

To Whom it May Concern;

Dear Ma'am/ Sir,

Please accept the letter as my formal resignation from my position as customer service representative at iPloy, effective on January 17, 2025. Since I have to go to Manila to take care of my child.

During my time at iPloy, I have been fortunate for the opportunity to grow and learn more about the health care account and how to handle people over the phone. Your guidance and support have prepared me well for the future.

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kay Bruno', with a stylized, cursive script.

Kay Bruno