

July 28 2025

To: Joyce Almagro

Team Leader

iPloy

Please accept this letter as formal notification of my intention to resign from my position as customer support representative with iPloy, effective July 28 2025 due to health reasons. Since last month I always have a high blood pressure, I need to rest and focus on my health this time .

I would like to thank you for the opportunity to have worked in the position for a year.

I have learned a great deal during my time here and have enjoyed collaborating with you and my colleagues.

I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

Thank you for understanding, I truly appreciate all the support and guidance you have provided me during my time in the company.

Sincerely,

Vanessa Ann F. Pelayo

A handwritten signature in black ink, appearing to read 'Vanessa Pelayo', written in a cursive style.