

**December 30, 2024**

**STL Rhay Lubanga  
Team Lead-iPloy  
18<sup>th</sup> floor, One Montage, Archbishop  
Reyes Ave, Cebu City, Cebu**

To STL Rhay Lubanga,

Greetings!

I hope this letter finds you well. It is with a mix of gratitude and regret that I formally submit my resignation from my position as Asset Recovery Customer Representative, effective December 30, 2024. This decision comes as I have been accepted into an internship program commencing in January 2025, which requires my full focus and preparation in the coming months.

My time with the company has been invaluable. I am deeply grateful for the opportunities I've had to learn and grow professionally, as well as for the unwavering support and guidance provided by you and the team. Your leadership and mentorship have made a lasting impact, and I will always carry the lessons I've learned here into my future endeavors.

While it is difficult to step away from such an incredible team, I feel it is necessary to dedicate myself to this new chapter as I work towards achieving my long-term career goals. Please know that this decision was not made lightly, and I am committed to ensuring appropriate cooperation for smooth transition.

If there are additional steps I can take to assist in the transition process, please do not hesitate to let me know. I sincerely apologize for any inconvenience my departure may cause and extend my heartfelt thanks once again for your understanding and support.

Wishing you and the team continued success and growth in all your endeavors. Please feel free to reach me at [abellobeaa@gmail.com](mailto:abellobeaa@gmail.com) if needed.

Warm regards,

A handwritten signature in black ink, appearing to read 'Bea Abello', with a stylized flourish at the end.

**Bea Abello**