

Rinzville Dinogyao

Employee ID: **4882**

Stop / Held Patient Contact

February 3, 2026

To:

HR Department

iPloy

Good day,

I am formally submitting my **immediate resignation**, effective today, **February 3, 2026**. Due to personal reasons that require my full attention, I am no longer able to continue my duties in the company.

I would like to express my appreciation for the opportunity to work with iPloy and for the experiences I have gained during my stay. I am willing to comply with any necessary clearance procedures to ensure a smooth transition.

Kindly advise me regarding the next steps for the clearance process and the release of my final pay and related documents.

Thank you for your understanding.

Respectfully,

Rinzville Dinogyao

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