

Nikka A. Cabonce

Binaliw 2, Binaliw, Cebu City

Cebu City, Cebu, 6000

Nikkacabonce26@gmail.com

0927 630 3388

November 18, 2025

Ariane Decipulo

Team Lead

iPloy Staffing Solutions

Dear TL Ariane,

I am writing to formally resign from my position as an HR Support at iPloy Staffing Solutions, with my resignation becoming effective on Monday, November 24, 2025. I sincerely apologize for the short notice. This decision comes after careful consideration as I have found an opportunity to take on an HR role that aligns more closely with my preferred work schedule and will allow me to explore and gain experience in broader areas of Human Resources.

I am grateful for the learning experiences and support I have received during my time with the company. The skills and knowledge I gained here have been instrumental in my growth, and I truly appreciate the guidance from the team.

Thank you once again for the opportunity to be part of the team. I wish the team and the company continued growth and success.

Sincerely,


Nikka A. Cabonce