

Jay Marie A. Presbitero

Tapul, Tabogon, Cebu 6009

jaymariepresbitero@gmail.com

0970 256 1909

November 2, 2025

Iploy

HR Manager

One Montage, Archbishop Reyes Ave., Camputhaw, Cebu City, Cebu

Dear Maam/Sir,

I hope this message finds you well. I am writing to formally submit my resignation from my position as customer service representative at Iploy, effective on November 3, 2025.

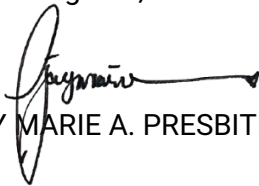
After careful thought and reflection, I have decided to focus on the safety and well-being of my family as well as my personal responsibilities, especially with my almost two-month-old baby, as we were severely affected by the recent 6.9 magnitude earthquake that struck our area, with its epicenter in Bogu City, our neighboring town. Because of these circumstances, I will not be able to return to work after my maternity leave.

I want to express my sincere gratitude for the support, opportunities, and experiences I have gained during my time with the company. It has been a pleasure working with the team, and I truly appreciate all the guidance and understanding STL Jade Fernandez had extended to me throughout my employment.

Please let me know if there are any documents or procedures I should complete to ensure a smooth transition and clearance process.

Thank you again for everything, and I wish the company continued success in the future.

Warm regards,



JAY MARIE A. PRESBITERO