

JANICE Q. YTANG

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05/08/2025

JURICH TANTUAN

TEAM LEADER

iPloy OPC

16th floor, One Montage Building, Archbishop Reyes Avenue, Cebu City

To whom it may concern:

This letter is to serve as my resignation from being a customer service representative, effective May 08, 2025. I am resigning due to the reason that I want to pursue my profession. I'm now focusing on my studies in preparation for the upcoming Licensure Examination for Teachers (LET) and doing so will result in a conflict of my work schedule.

I could not be more grateful for all of the opportunities I've had to grow and make life-long friends during my time at iPloy. I have really enjoyed my stay here. The warm ambiance, charming workmates and my team leader that handled me on my journey as an agent, and the conducive working environment, have all etched a special place in my heart. I have learned a lot, and grow professionally during my time as a customer service representative here in iPloy. I appreciate the opportunity to have worked with such a great group of people, especially the team that I have been with. I must also add that I am indeed sad to leave iPloy. My stay here is truly memorable. The skills you have inculcated on me are truly cherished.

Please let me know of how I can be of assistance during this transition.

Thank you so much for your understanding. I hope for the best and I look forward to see how Adapthealth Patient Care Solutions under iPloy grows more in the future.

Sincerely,


Janice Q. Ytang