

Alfred Gentapa
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March 04, 2025

Dear Management,

I hope this message finds you well. I am writing to formally submit my resignation from my position as a Customer Service Representative in the Initial Authorization Department at Iploy, effective immediately, March 5, 2025.

Please accept my sincere apologies for any inconvenience my immediate resignation may cause. This decision stems from an unexpected family matter that necessitates my relocation. It was not made lightly, and I am deeply grateful for the invaluable experiences and opportunities I have had during my tenure with the company.

During my time at Iploy, I have had the privilege of working alongside an exceptional team, and I have gained valuable experience and professional growth that I will always cherish. I am truly grateful for the opportunities I've had to contribute to the company's goals and to develop both personally and professionally. The support, guidance, and camaraderie I've experienced here will remain with me as I move forward in my career.

Kindly inform me if there is anything I can do to help with the transition of my duties. I will ensure that all pending tasks are finalized and will do my best to facilitate a seamless handover.

Thank you for your understanding, and I wish the company continued success.

Sincerely,


Alfred Gentapa