

Dear HR Team and TL Eddie,

I hope this message finds you well. With deep respect and gratitude, I am writing to formally submit my resignation from my position at iPloy, effective today, January 30, with a full 30-day notice period. My last working day will be on March 2, in accordance with company policy. This decision comes after much consideration and realization of my long-term career goals.


I am sincerely grateful for the opportunity to be part of iPloy, which has been my first BPO experience and a truly meaningful journey over the past one year and five months. During my tenure, I was given opportunities that allowed me to grow professionally and personally, gain valuable skills, and build confidence that I will carry forward in my career.

I would like to express my appreciation to the management and my colleagues for their support, guidance, and collaboration, which made my experience at iPloy both rewarding and fulfilling. I hold the organization in high regard and will always value the experiences and lessons I gained here.

I am committed to completing all required tasks and ensuring a smooth transition during my notice period. Please let me know if there are any clearance procedures or documentation I need to complete.

Thank you very much for the opportunity to be part of iPloy. I sincerely wish the company continued success and growth.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Shinelyn Mae A. Antiquina". The signature is fluid and cursive, with the first name being the most prominent.

SHINELYN MAE A. ANTIQUINA , 4996