

Resignation Letter

Dear HR and iPloy Company,

I am writing to formally resign from my position as Intake Specialist at iPloy company effective for fifteen days from today May 29, 2025 with my last working day will be on June 12, 2025 (Calendar days). I have greatly appreciated the opportunities and experiences I have gained during my tenure, and I am grateful for the support and guidance from my colleagues and superiors.

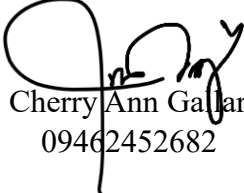
After careful consideration, I have decided to focus on my studies to further my professional development. This decision is essential for my career growth, and I believe that dedicating my time and efforts to my education will allow me to achieve my long-term goals.

During the notice period, I will ensure a smooth transition by completing my pending tasks and assisting in the handover of responsibilities.

I sincerely appreciate the valuable experiences and relationships I have built at iPloy Company. I hope to stay in touch, and I look forward to future opportunities where our paths may cross again.

Thank you for your understanding and support.

Sincerely,



Cherry Ann Gallardo
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