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CSR-PCS
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February 18, 2025

Abby Pescadero
Team Lead
Iploy
2nd Floor, Unit 01-03 Archbishop Reyes Ave, Cebu City, 6000

Dear TL Abby,

I hope this letter finds you well. I am writing to formally resign from my position as Customer Service Representative at Iploy, effective February 12, 2025.

This decision has not been an easy one, as I have truly appreciated my time at Iploy. I am grateful for the opportunities to grow both professionally and personally, and for the support and encouragement I have received from you and the team.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities and will do my best to help in any way I can.

Thank you again for the opportunity to be a part of PCS-Team Abby. I wish you and the team continued success in the future.

Sincerely,
Dan Hernando