

Shaira Marie D. Napone  
Soong Center, Mactan  
Lapu-Lapu City 6015

12/20/2024

iPloy  
9<sup>th</sup> Floor, Ayala Center Cebu Tower Bohol Street, Cebu Business Park  
Cebu City

Dear Management,

Please accept this letter as my formal resignation from my position as Customer Service Representative at iPloy. After careful consideration, I have concluded that it is in my best to step down from my role effective today's date 12/20/2024, due to personal matter/problems that needed to be addressed right away.

Thank you for the opportunities and support you've given me during my time here at iPloy. I am grateful for the guidance you provided me as I grew in my career and I apologize for any inconvenience it may cause to the team. I have appreciated the chance to contribute to the team and wish iPloy success in the future.

Sincerely,

 12/20/2024  

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**SHAIRA MARIE D. NAPONE**