

# Al Jean Joy Orquia

## Resignation Letter

Blk 1 Lot 14 Annex La Bienvenida  
Subdivision Tungkop Minglanilla Cebu

09670620771

7/30/2025

**To whom this may concern,**

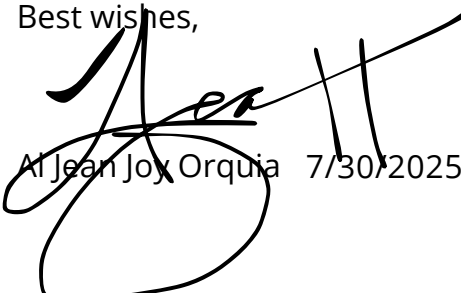
**I regret to inform you that I am resigning from my position as a CSR at IPLOY effective immediately. Due to unforeseen circumstances, I am unable to continue in my role, and I sincerely apologize for the short notice.**

**I am grateful for the opportunities I have had to grow and contribute to the Asset Recovery Department. I appreciate the support and guidance provided by my colleagues and management during my training specially to my supervisor and team lead who had been there guiding me throughout my stay.**

**Please let me know how I can assist in the transition process. I will ensure that any outstanding work is organized to minimize disruption.**

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

Best wishes,



Al Jean Joy Orquia 7/30/2025