

Ayesha Louise Adolfo  
Banilad, Mandaue City  
[ms.ayeshalouiseadolfo@gmail.com](mailto:ms.ayeshalouiseadolfo@gmail.com)  
0916-563-8512

March 5, 2025

Hiring Manager  
Iploy Staffing Solutions

To whom it may concern,

I hope you are well. It is with a heavy heart that I submit my resignation from my position as Customer Care Representative at Iploy Staffing Solutions, effective immediately.

The recent passing of my mother has placed significant responsibilities on my shoulders, and after careful consideration, I have decided that it is necessary for me to focus on my family and personal commitments during this challenging time.

This decision has not been easy, and I truly value the opportunity to have worked with such a supportive team. I am grateful for the experiences and growth I have gained at Iploy Staffing Solutions, and I appreciate the understanding and support during this difficult period.

I will do everything I can to ensure a smooth transition and am happy to assist with any pending tasks or help with the handover process.

Thank you again for the opportunity to be part of this team, and I wish you and Iploy Staffing Solutions all the best in the future.

Sincerely,

  
Ayesha Louise Adolfo