

Dear Ms. Silva / HR Department,

Good day.

I would like to formally tender my resignation from my position at iPloy Staffing Solutions, effective today. After thoughtful consideration, I have decided not to accept the new assignment as I am currently in my fourth year of college and completing my internship program. My internship placement is in the province, approximately three hours away from the office, which makes it challenging for me to report to work regularly.

I am truly grateful for the opportunities, learning experiences, and support I have received during my employment with iPloy. It has been a pleasure working with the team, and I sincerely appreciate the guidance extended to me throughout my stay.

Please let me know the next steps for the clearance and turnover process.

Thank you very much for your understanding.

Kind regards,


Shayne Mae Carungay