

Liberty G. Caro
III-A Cabantan St. Bo. Luz
Cebu City, 6000
lhibcaro@gmail.com
09308908449

January 6, 2025

iPloy
9th Floor, Ayala Center Cebu
Tower, Bohol Street, Cebu Business
Park, Cebu City, 6000

Dear Mr. Villareal,

I am writing this letter as a notice of my resignation from the position of Customer Service Representative at iPloy for personal reason. I have decided to pursue another opportunity in a different career field or dayshift schedule. I will not be coming into work tomorrow or thereafter. Please accept this letter as my official notice of immediate resignation as of tomorrow's date January 7, 2025.

It was a tough decision for me as I thoroughly enjoyed working with my team which has amazing creative abilities. I had an enriching experience here and would be thankful to the company for all the growth opportunities that I got here.

I will be more than happy to offer my assistance that is required of me during this period to make the transition smoother. I wish you and company the very best going forward.

Sincerely,

Liberty Caro