

**Keana Christina Amador**

**General Echavez, Cebu City 6000**

**amadorkeanachristina@gmail.com**

**09672042522**

**October 17, 2025-November 17, 2025**

**Fatima Benido**

**Team Lead**

**iPloy, OPC**

**16th floor, One montage Archbishop Reyes Ave. Cebu City**

**Dear HR Manager,**

**Good Day!**

I am writing to formally resign from my position as Customer Service Representative at iPloy effective from **October 17, 2025 until November 17, 2025**. Due to unforeseen personal circumstances, I am unable to continue my duties and must step down from my role at this time, and **I am one of the employees who is in a floating status**. Please understand that this decision was not made lightly, and I sincerely apologize for any inconvenience my sudden departure may cause.


I am grateful for the opportunities I have had while working with iPloy, and I appreciate the support and guidance I received during my time here. I am committed to ensure a smooth transition and will do my best to assist with any immediate handover of responsibilities, as time permits.

Thank you again for the opportunity to be part of your team. I hope to maintain a positive professional relationship in the future.

**Sincerely,**

**Christina Amador**

Noted and accepted, Effective Date should be October 17, 2025.

  
Margarita C. Silva  
HR Supervisor