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February 24, 2025

iPloy
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City, 600

Dear Mr. Villareal,

I hope this letter finds you well. I am writing to formally resign from my position as Customer Service Representative at iPloy, effective February 25, 2025.

This decision was not an easy one, as I have truly appreciated the opportunities for professional and personal growth that I have experienced during my time with the company. However, after careful consideration, I have decided to pursue a career that aligns more closely with my field of expertise.

I am sincerely grateful for the support, mentorship, and experiences I have gained while working with iPloy. I apologize for the short notice and any inconvenience this may cause. Please know that this decision was not made lightly. I appreciate the valuable experiences and support I have received during my time with the company.

If there is any way I can assist remotely during this transition, please let me know.

Thank you for your understanding.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allyza", with a stylized flourish at the end.

Allyza Erin M. Argallon