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February 28, 2025

iPloy Staffing Solutions
16th floor, One Montage, Archbishop Reyes Ave
Cebu City, Cebu, 6000

Subject: Resignation Letter

To whom it may concern,

I am writing to formally resign from my position at Solara, effective March 3, 2025. After careful consideration, I have decided to step away from this role to pursue other opportunities and personal growth.

I appreciate the opportunities I've had during my time with Solara, especially the experience I've gained and the skills I've developed. I am grateful for the support of my colleagues and the lessons I've learned.

To ensure a smooth transition, I am happy to assist with the handover of my responsibilities before my departure. Please let me know how I can help during this period.

Thank you again for the opportunity to be a part of Solara. I hope to cross paths again in the future.

Sincerely,

Christal Leah B. Baisac