

Janine E. Carcueva
36-E Spolarium St.
Cebu City, 6000
janencarbay@gmail.com
09274487770
December 5, 2024

Honey Galan
IPloy, OPC
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City, 6000

Dear Ms. Galan,

I hope this message finds you well.

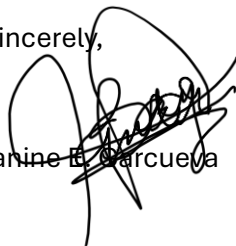
I am writing to formally resign from my position as a CSR-Voice agent at IPloy, effective date December 7, 2024.

This decision was not made lightly, but I must prioritize my family's needs during this time. My grandmother requires my full care and attention, and I hope you can understand my situation.

Although my training here has been brief, I sincerely appreciate the opportunity to learn and grow within the team. I am grateful for the experiences and support I have received while training at IPloy. It has been a pleasure to be part of such a dedicated team, and I will always value the knowledge I have gained.

Thank you for your understanding and support. I truly appreciate everything I have experienced during my time at IPloy.

Sincerely,



Janine E. Carcueva