

Rhona Marianne Arcilla

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Dear Christine Requito,

I am writing to officially step down from my position in Documentation Recertification at iPLOY, effective immediately.

This decision comes after careful reflection, as I have recently been given the opportunity to pursue my college education full-time. Although I had hoped to provide more notice, the timing of my enrollment requires my full attention and immediate availability. I sincerely apologize for the short notice and any inconvenience this may cause.

Working at iPLOY has been a valuable experience, and I am truly grateful for the support, learning, and camaraderie I've encountered during my time here. Over the past five months, I have grown significantly—learning the importance of responsibility and precision in handling highly sensitive information. This experience has not only strengthened my communication and organizational skills, but also taught me the value of integrity and accountability in a fast-paced work environment. I am truly grateful for the trust placed in me and for the opportunity to contribute meaningfully to the team. I will always appreciate the skills I've developed and the people I've had the chance to work with.

Please let me know how I can assist in handing over my responsibilities or providing any needed information to ease the transition.

Thank you for your understanding and support. I hope to keep in touch and wish the team continued success.

Sincerely,



Rhona Marianne Arcilla