

April 24, 2025

iPloy Staffing Solutions

Ayala Center Cebu Tower, Cebu Business Park, Cebu City 6000

Dear Management,

I am writing this letter to formally resign from my position as a CSR - Voice of iPloy Company. This would be effective today. My apologies for not providing the expected days/weeks notice.

This would be a hard decision, but I need to do it due to a reason outside my control. I got into a motorcycle accident and broke 3 bones in my left foot. I went into an operation and the healing time is still no clue. I am slowly recovering right now. Therefore, I came to a decision that both the company and I will benefit.

I appreciate the opportunities given to me by this company as it helps me shape my personal and professional development even for a short period of time. I may not be the perfect employee because I know I still have a lot of things to learn but I am happy I did my best to contribute the slightest help for the company.

I promise to value every learning that I gained, the shared bonds with workmates, and the realizations I had. Special thanks to my team leader and colleagues for helping me.

Thank you for your understanding.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeliane P. Goc-ong', written in a cursive style.

Jeliane P. Goc-ong