

ARLENE L. COSEP

New Sangi Rd.

Lapu-Lapu City, Cebu, 6015

arlenecosep21@gmail.com

09958848789

February 24, 2025

Formal Resignation Letter

To whom it may concern;

I am writing to formally resign from my position at iPloy Staffing Solution.

This decision was not made lightly, as I have greatly valued the opportunity to work with iPloy Staffing Solution. The experience I've gained in training has been incredibly rewarding, and I deeply appreciate the support, collaboration, and professional growth I have experienced during my time here.

However, after much thought and consideration, I have decided to pursue a new opportunity outside the country that aligns with my long-term career aspirations. This move represents an exciting new chapter for me, and I am hopeful it will allow me to broaden my horizons and further develop my skills.

I assure you that I will do my utmost to ensure a smooth transition during my remaining time. I am happy to assist with the handover of my responsibilities, provide any necessary training, and support the onboarding of my replacement to ensure minimal disruption to the team.

I am deeply grateful for the guidance, trust, and camaraderie I have experienced at iPloy Staffing Solution. It has been an honor to be part of a team.

Please let me know if there are any formalities or additional steps I need to take during this transition period. I look forward to staying in touch and hope our paths may cross again in the future.

Thank you once again for everything.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Arlene L. Cosep', enclosed in a thin black rectangular border.

ARLENE L. COSEP