

September 26, 2025
Dara Ellaine H. Ricafort
719 Cabahug Comp.,
ML Quezon Ave., Cabanalan
Mandaue City, Cebu 6014

To: HR Management
iPloy Solutions
Ayala Center Cebu Tower
Cebu City

Dear HR Manager,

Please accept this letter as formal notification of my resignation from my position as CSR-Initial Authorization at iPloy Solutions, effective September 30, 2025.

This decision comes after careful consideration, as I need to relocate to our home province to address personal family matters that require my full attention and presence. While this choice is difficult, I believe it is necessary at this time.

I want to express my sincere gratitude for the opportunities I've had during my time with iPloy Solutions. It has been a privilege to be working in this company, and I will always value the professional growth and meaningful relationships I've developed here.

Please let me know all other details I need to comply with for my resignation.

Thank you again for your understanding and support. I wish the entire iPloy Solutions team continued success in all future endeavors.

Sincerely,



Dara Ellaine H. Ricafort
CSR - Initial Authorization