

Samuel S Jayme Jr

Colveta II Community Chapel Tabada St. Mambaling Cebu City

Cebu, Cebu City, 6000

marvinjademata@gmail.com

09473757967

April 16, 2025

HR

iPloy

16<sup>th</sup> Floor, One Montage, Archbishop Reyes Ave, Cebu City

Cebu, Cebu City, 6000

Dear HR, iPloy

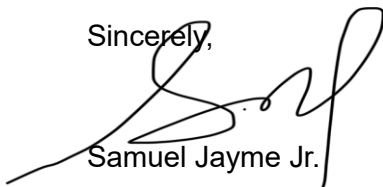
It is with a heavy heart that I am writing to inform you of my immediate resignation from my position at iPloy. My decision stems from the recent passing of my grandmother, which has placed significant emotional and practical responsibilities on my family. In particular, my mother is in need of my support during this difficult time, and I must prioritize assisting her as we navigate this period of grief.

I deeply regret any inconvenience this sudden departure may cause and assure you that this decision was not made lightly. If there are steps I can take to assist with the transition or the handover of my duties, I am willing to help in any way feasible during this challenging time.

I am immensely grateful for the opportunities and experiences I have had at iPloy. The support and guidance I received here will always be appreciated, and I wish the company continued success in the future.

Thank you for your understanding and compassion regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Samuel Jayme Jr.', written over a horizontal line.

Samuel Jayme Jr.