

Mary Mae Villavelez
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July 15,2025

IPLOY
9th Floor, Ayala Center Cebu Tower (ACCT), Cebu Business Park, Cebu City.
09177097074

Dear,

I am writing to formally resign from my position as Customer Service Representative at IPLOY effective today, July 15,2025.

This decision was not made lightly, I come to this decision for me to have time to myself , to my health, to learn and explore things and to relax. I apologize for the short notice and any inconvenience this may cause.

I am grateful for the opportunities I've had during my time with the company and appreciate the support and guidance provided by you and the team. Please let me know if there's anything I can do to assist with the transition over the coming days.

Thank you for your understanding.

Sincerely,



Mary Mae Villavelez