

Melody Jane Siglos
Customer Service Representative
November 20, 2026

Human Resource Department
IPLOY

Dear Hr Manager,

I am writing to formally resign from my position as a Billing Associate and Patient Financial Service at IPLOY, effective today November 20, 2025.

I am grateful for the opportunities and experiences I gained during my time here. Working in your company has helped me grow both professionally and personally. After careful consideration, I have decided to move forward to pursue new opportunities and goals.

I will ensure a smooth transition by completing pending tasks and assisting in handing over my responsibilities. Please let me know if there is anything else I can help with during this period.

Thank you for the support and understanding.

Sincerely,
Melody Jane Siglos

A handwritten signature in cursive script that reads "Melody Jane Siglos".