

Dorejun S. Aguilar
Blk 7 Phase 2 Mountain View Village
Barangay Kalunasan, Cebu City Philippines 6000

HR Management, Team Leader Ariane Decipulo
iPloy Staffing Solution
9th Floor, ACCT Bohol Street, Cebu Business Park,
Barangay Luz, Cebu City, 6000 Cebu

Dearest,

Good day.

Please accept this email as my formal resignation from my position as Utilization Tech Review / 2nd Appeal Specialist, effective today March 13, 2026 due to personal matters.

I sincerely apologize for my recent absences and for not being able to follow the company's call-in notification policy. To be honest, I truly wanted to continue working with the team. However, because of my absences and my failure to follow the proper process, I felt ashamed and discouraged to report back to work.

The reason I did not make the call-in notifications during those days is because I did not want to make excuses or say anything untrue just to cover up my absences. I was going through personal problems that deeply affected me, and during that time I felt overwhelmed and hopeless. For this, I am truly sorry.

Despite this, I am very thankful and grateful for the opportunity to have been part of the first wave of the UR Team. I sincerely appreciate all the learning, trust, and opportunities that were given to me during my time with the company.

I would also like to extend my heartfelt thanks to everyone I had the privilege of working with, especially my very kind and amazing Team Leader, Ariane, and the entire UR Team. I am also grateful to the HR Team and even to the food sellers who were kind enough to let me run a tab and settle it when I received my salary. Your kindness and support meant a lot to me.

Thank you very much for the opportunity and for the experiences I gained during my time here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dorejun S. Aguilar', written in a cursive style.

Dorejun S. Aguilar