

Alexandra P. Linong  
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November 17, 2025

iPLoy  
9th floor, Ayala Center Cebu Tower  
Bohol Avenue, Cebu Business Park  
Cebu City, 6000

Dear Human Resources and TL Debbie,

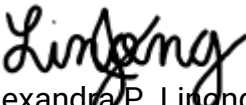
I am writing to formally resign from my position as CSR - Phone at iPloy, effective December 17, 2025.

I have appreciated the opportunities, support, and experiences I've gained during my time with the company. After careful consideration, I have decided to pursue my bachelor's degree, which requires my full focus and commitment at this time.

Thank you for your understanding and for the guidance you've provided. I am committed to assisting with the transition process to ensure a smooth handover of my responsibilities.

I am grateful for the time I have spent here and wish the team continued success.

Sincerely,

  
Alexandra P. Linong