

Date: February 23,2026

To Whom It May Concern,

Please accept this letter as my formal resignation from my position as Intake Specialist at iPloy, effective immediately.

This decision was not easy to make. I am truly grateful for the opportunity to have been part of such a wonderful team. My colleagues have been incredible, and I am proud to have worked alongside such supportive and talented individuals.

Throughout my time with the company, I have gained valuable experiences and lessons, both professionally and personally. I sincerely appreciate the guidance, support, and growth I received during my role. After much reflection, I have realized that it is time for me to focus on my personal goals and realign my direction in life.

While this role is no longer fully aligned for me, I leave with gratitude, respect, and positive memories. I remain thankful for the opportunity and for everything the team has shared with me.

I sincerely apologize for any inconvenience my immediate resignation may cause. I am willing to assist, as needed, to help ensure a smooth transition of my responsibilities.

Thank you again for the opportunity to be part of this organization. I wish the team and the company continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shaira', with a stylized flourish at the end.

SHAIRA JANE L. BACON

Intake Specialist