

Francis Kyra P. Sedeño
Tilhaong, Consolacion Cebu 6001
Cebu Philippines

May 19, 2025

iPloy
One Montage
Cebu City, Philippines

To TL Joanna,

Greetings!

I am writing to inform you of my intention to resign from my job as CSR- Non Voice to iPloy at One Montage bldg.

Thank you so much for the opportunities that the company has bestowed upon me for the past 2 months experience short time but bringing with me with a beautiful experience with my colleagues . My career goals have changed since I started working here. The reason for it, my family were facing a challenges this past few days. My parents are in great need of my support, and I will be traveling with them in Bohol and made the decision to stay at province for good. As I assume, If I wont pursue my resignation, my attendance and our team's score will be much affected on my absences. This decision has not been easy, and I deeply regret any inconvenience my resignation may cause.

I appreciate the opportunities for growth and development you have provided during my probation, my experience here has helped me grow professionally while rendering me the correct exposure of the industry needed to excel in the field of customer service . I enjoyed my professional life immensely during this tenure and also had the chance of meeting some amazing people who were my colleagues.

I appreciate the opportunities you gave me during my time at iPloy. Please let me know what assistance I can offer as I transition out of my current role effectively today. I hope we can stay in touch going forward.

Thank you for all your help and support and I wish you, the company and my colleagues all the best for the future.

Sincerely,



Francis Kyra P. Sedeño