

September 26, 2025

Human Resources

iPloy Staffing Solutions

9th Ayala Center Cebu Tower Cebu Business Park, Cebu City 6000

Subject: Resignation Letter

Dear Ma'am & Sir,

Good day!

I am writing to formally resign from my position as Customer Service Representative at iPloy Staffing Solutions, effective immediately today September 26, 2025.

I am deeply grateful for the opportunities I had here and sincerely appreciate the support and guidance from you, TL Jane, Ale Entera and my other Payer Change colleagues. Your mentorship has been invaluable to my professional growth. After much consideration, I have decided to pursue a new opportunity that I believe will further my career and present new challenges.

Please be advised that I am prepared to return any company property or assets in my possession at your earliest convenience. Kindly let me know the appropriate process or point of contact to arrange for the return.

Thank you for your understanding and support. I wish the company continued success.

Sincerely,


LARABELLE MOLINA BIAÑO