

Rosel, Trisha Jane

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Arlene Ciabo

Team lead

IPloy

9th floor Ayala Center Cebu,

Cebu City, 6000

Dear Ms. Arlene,

I am writing this letter to tender my resignation from the position of customer service representative effective July 01, 2025.

It was not an easy decision however considering my pregnancy health condition it has become necessary for me to take a step back and address my personal front. I appreciate the opportunities you gave me during my time at IPloy. I hope we can stay in touch going forward. I am very thankful for 3 months of guidance, support, and opportunities that IPloy have provided me. I am equally thankful to my supervisor, team leader, and teammates for providing me additional support.

It is with regrets that I ask you to accept this resignation letter. Thank you for your understanding. My best wishes are for the continuous success with everyone at the company.

Respectfully yours,

  
Trisha Jane Rosel

CSR-Phone, IPloy