

Ramon Sinambong Jr.

Ayala Access Road Mactan Street, Hipodromo

Cebu City, 6000

June 06, 2025

HR Department

9th Floor, Ayala Center Business Park,

Cebu City 6000

Dear ma'am/sir,

Please accept this letter as formal notice of my resignation from my position as a Customer Service Representative at iPloy, effective June 9, 2025.

Due to unforeseen family circumstances, specifically my father's health issues, I have found it increasingly challenging to focus on my duties. Despite my best efforts, I can no longer provide the level of service and dedication that this role demands.

I apologize for any inconvenience this may cause and appreciate your understanding. If there's anything specific you'd like me to assist with during the transition, please let me know.

I want to express my gratitude to iPloy for the opportunities and the guidance I've received from my colleagues and superiors. I wish the company continued success in the future.

Sincerely,


Ramon Sinambong Jr.