

Alvin Villareal
HR Department
iPloy OPC
9th Floor Ayala Center Cebu Tower,
Cebu Business Park, Cebu City 6000

Subject: Immediate Resignation Letter

To whom it may concern;

I am writing this letter to formally resign from my position as **CSR-Phone (voice)** at **iPloy Staffing Solutions**, effective immediately, November 1, 2025.

This decision comes after receiving the Notice of Floating Status dated October 6, 2025, indicating that I am no longer required to report for work and may be placed under floating status effective November 7, 2025. Given the uncertainty of reassignment and the financial implications of a prolonged period without active work, I have decided it is in my best interest to resign at this time to seek stable employment elsewhere.

I am sincerely grateful for the opportunities and experiences I have gained during my time with the company. It has been a pleasure working with my colleagues and being part of the team.

Please consider this letter as my formal notice of resignation, effective immediately. I am willing to comply with any clearance procedures necessary to ensure a smooth and proper separation.

Thank you very much for your understanding and support.

Sincerely,


Allyson - Ainsley Nhere Ugmarez