

# Mary May Monzolin

Brgy. Basak San Nicolas, Bontorest St., Cebu City,  
Philippines  
November 09, 2025

## Human Resources Department

iPloy Cebu  
Ayala Center Cebu Tower, Cebu Business Park  
Cebu City, Philippines

Dear HR Team,

Kindly accept this letter as my formal resignation as a Customer Service Representative at iPloy, effective immediately, November 9, 2025.

I would like to express my sincere appreciation for the opportunity to be part of the company. My time with iPloy has allowed me to gain valuable experience and develop both personally and professionally. I am truly grateful for the support and guidance extended to me during my employment.

After careful consideration, I have decided to pursue other career opportunities that align with my long-term goals. This decision was not made lightly, and I remain thankful for the experiences and lessons I have gained while working with the company.

Please let me know if there are any requirements or procedures I need to complete as part of the offboarding process. I wish iPloy continued success in all its future endeavors.

Best wishes,

  
Mary May Monzolin

☎ 09565339147

✉ [mrymymnzln@gmail.com](mailto:mrymymnzln@gmail.com)

---