

July 1, 2025

Human Resource Department

iPloy Staffing Solutions

16th floor, One Montage, Archbishop Reyes Ave, Cebu City,Cebu

Cebu City, Philippines, 6000

To whom it may concern,

I hope this message finds you well. I am writing to formally resign from my position as Customer Service Representative at iPloy Staffing Solutions, effective on July 2, 2025.

This has not been an easy decision. After much reflection, I've realized that I need to prioritize my health, which has been significantly affected by the demands of night shift work. In addition, I've decided to pursue a path that is more aligned with my academic background and long-term career goals.

I deeply value the time I spent with the company. I've learned a lot and am truly grateful for the opportunities, guidance, and support I've received. Please accept my sincerest apologies for the short notice, and I hope for your understanding regarding my situation.

Thank you again for everything. I wish the team and the company continued success.

Respectfully yours,

  
Analyn M. Yosores