

Dear HR,

I hope you are doing well.

I am writing to formally submit my resignation from my position at iPloy, effective September 19, 2025. Given my current floating status, I have decided to explore other career opportunities rather than remain on hold. This was not an easy decision, as I have genuinely valued my time with the company and the professional experiences I have gained here.

I would also like to kindly request a Certificate of Employment reflecting my employment dates with the company, as it will be an important requirement in my future applications.

I sincerely appreciate the support, opportunities, and learning I've received during my tenure. It has been a privilege to be part of the team, and I wish the company continued success moving forward.

Please let me know the process I should follow to complete the clearance and any exit formalities.

Thank you very much for your understanding and assistance.

Warm regards,



Jhay Rhea Chavez

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