

**Mitchell Masinas**

041 Sitio Lourdes, Jagobiao, Mandaue City

September 3, 2024

**Human Resource Department,**

iPloy Staffing Solutions

9F ACCT Building, Cebu Business Park

Cebu City, Philippines, 6000

Dear HR,

I am writing to inform you of my intention to resign from my job as Customer Service Representative effective September 9, 2024.

My career goal has changed since I started working here and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities and experiences I've gained during my time at iPloy Staffing Solutions.

I wish you and the company continued success in the future.

Thank you and regards,

  
Mitchell Masinas