

Jay Ann N. Marata
Serafin Borces St.
Mabolo City, Cebu 6000

September 28, 2025

iPloy Staffing Solutions

16th floor, One Montage, Archbishop Reyes Ave.

Cebu City, 6000

To whom it may concern,

Please accept this letter as formal notification of my resignation from my position as **Engagement Associate**, effective **September 29, 2025**. I am truly grateful for the opportunities, experiences, and support I have received during my time with the company. I especially appreciate the trust you placed in me by giving me the chance to serve in this role, even without prior HR experience.

However, I have decided to pursue further studies in preparation for next year's board exam, which requires my full time and commitment. At the same time, I also realize that this role may not be the best fit for me, and perhaps I may excel in other facets of HR in the future.

I would like to thank you for the opportunities I have been given at iPloy. I have learned a great deal and truly appreciate the support extended to me throughout my stay with the company.

Sincerely,

Jay Ann Marata

