

July 30, 2025

Rosegen L. Muñoz
LC Cabrera St. Casuntingan Mandaue City
munozrosegen@gmail.com
09227554923

iPloy Staffing Solutions
9th Floor Ayala Center Cebu Tower
Bohol Street, Cebu Business Park,
Cebu City 6000

Dear Hiring Manager,

Please accept this letter as formal notification of my resignation from my position as HR Associate, effective **July 30, 2025**.

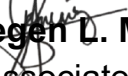
During my brief tenure, I gained valuable insight into the operations of Human Resources and appreciate the foundational experience it provided. I commend the dedication and effort required in this field.

Regarding my recent absence due to dysmenorrhea, while the condition was genuine, I am unable to provide a medical certificate as I do not typically seek medication for it.

My decision to resign is due to personal reasons. After careful reflection, I have concluded that a career in Human Resources is not a path I am prepared to pursue at this time. I am sincerely grateful for the opportunity, the knowledge I acquired, and the guidance extended to me during my time with the company.

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

Sincerely,


Rosegen L. Muñoz
HR Associate
Employee ID 5643