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January 19, 2026

Management/Human Resources
iPloy
16th Floor, Montage Building, Archbishop Reyes Avenue
Ayala Road, Cebu City, Cebu

Dear Management,

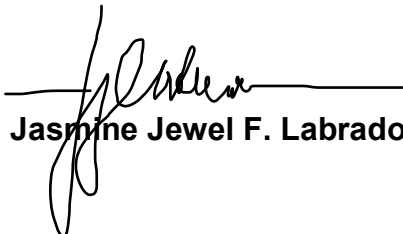
Please accept this letter as formal notification that I am resigning from my position at iPloy. My last day of employment will be **January 20, 2026**.

As a graduating student, my academic and board exam preparation requirements have significantly increased. I am currently required to complete my On-the-Job Training in an industrial setting for a full 8 hours every day. Additionally, my formal classes and board review sessions are scheduled daily from 5:00 PM to 8:30 PM.

Due to this demanding full-time schedule and the need to focus on my upcoming mock board exams, I can no longer fulfill my work duties at iPloy.

I am very grateful for the opportunity I have had to work with the team. I appreciate the professional experience I have gained during my time here.

I will ensure that all my immediate tasks are handed over properly before my departure tomorrow. Thank you for your understanding regarding my academic commitments. I wish the company continued success.


Jasmine Jewel F. Labrador