

Kreestal Klaire Flores
Poblacion Centro Mandaue
6014
March 2, 2026

Jingle Bacus
Solara Team Leader
iPloy 9th flr Ayala Center
Cebu Tower,
Cebu Business Park

Dear TL Jiles,

Please accept this letter as formal notice of my resignation from my position as Customer Service Representative at iPloy effective March 2, 2026. This decision has been difficult for me to make, but due to personal reasons, I must prioritize my family's and my own well-being.

I appreciate the opportunities I have had while working at Concentrix and I am grateful for the experience and knowledge gained during my time here. However, I must attend to some personal matters that require my immediate attention.

I will do everything possible to ensure a smooth transition of my responsibilities and complete any outstanding tasks before my departure. If there is anything specific you would like me to focus on during my remaining time here, please let me know.

Thank you for your understanding and I wish the company continued success in the future.

Sincerely,
Kreestal Klaire Flores 