James L. Catin F. Jaca St. Pardo, Cebu City <u>catinjames30@gmail.com</u> February 01, 2023

Dear iPloy,

I am sorry to inform you of my need to leave my position at iPloy Staffing Solutions as Customer Service Representative.

Although I have enjoyed working with you and the team for the past 5 years, I have noticed some problems with my health. I feel that it is best for me if I take some time to focus on improving my health. It is for this reason that I formally submit my resignation due to health issues and my last day will be February 28, 2023.

I appreciate the opportunities you gave me during my time at iPloy Staffing Solutions. Please let me know what assistance I can offer as I transition out my current role.

Thank you for your kind understanding. I wish the company continued success.

Sincerely,

James L. Catin