

October 19, 2022
iPloy One Person Company
9TH floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park,
Cebu City 6000

To Whom It May Concern,

Good day!

Please accept this letter as a formal notification that I am leaving my position as a customer service representative at iPloy One Person Company, effective a month from today, 10/19/22.

This past few months has been rough for me especially with my health and I would like to take some time to rest and recover.

It has been so great working with you and I wish for the company's continuing success. If I can be of any assistance during this transition, please let me know.

Regards,

Rena Joy Lazarte

CSR-TANKS

