

January 5, 2023


Lhyka Grace Arreza
Confirmation Specialist
iPloy Staffing Solutions
9F Ayala Center Cebu
Business Park, Cebu City

To whom it may concern,

I regret to inform you that I am resigning from my position here immediately as a Confirmation Specialist for personal reasons. My last day will be today January 5, 2023. I know this is unexpected, but my family decided to move back to my province in Calagdaan Surigao del Sur to help them with their small business.

I cannot thank you enough for the opportunities this company has provided me. Working here for the last two years has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here. I will miss both the customers and the company alike very much. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies for making January 6th my final day here.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.


Sincerely,
Lhyka Grace Arreza