

iPloy OPC
9th Floor, Ayala Center Cebu
Tower Bohol St. Cebu
Business Park, Cebu City, 6000
Philippines

To whom it may concern:

Please accept my official notice of resignation from my position as a Customer service Representative. My final day of work will be on January 31, 2023.

I sincerely apologize for the abrupt timing of this announcement, however due to unforeseen circumstances, I have decided to resign.

I am thankful for the opportunities for the professional and personal development that you have provided me during the last 1 year and 11 months. I have enjoyed working here and appreciate the support you have provided me during my tenure with the company.

I'm more than willing to assist you in any way possible to make sure that my departure is smooth and seamless. Please let me know what I can do to help.

Sincerely yours,

Ana Flores B. Pableo

