

Layela Nichole P. Suda
Urban Deca Homes Tisa
Tisa, Cebu City 6000

May 31, 2023

iPloy Staffing Solutions - OPC
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Cebu Business Park
Cebu City, 6000

To whom it may concern,

I would like to respectfully inform you and the company that I am rendering my resignation from my position as a Customer Service Representative - Team Leader at iPloy Staffing Solutions - OPC. I am writing this letter as a 30-day notice which my final day of work will be on Friday, June 30th of 2023.

I have enjoyed and learned a lot from this company in which I am extremely grateful for, but due to certain unavoidable personal reasons, my presence is required elsewhere.

During my notice period, I will do my best to make the transition smooth and will ensure that all information remain available to the person taking my position.

Should you have any questions, please do not hesitate to contact me.

I wish the company success in the future.

Sincerely,



LAYELA NICHOLE P. SUDA