

Aljean Mae Baterzal
Zone 3-501 Ilang ilang Street, Lagtang
Talisay City, Cebu 6045

February 28, 2023

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

Dear HR,

Please accept this letter as my formal resignation. I am writing to provide you a 30 day notice of my resignation from my position as CSR at iPloy Staffing Solutions, OPC. My final day of work in this position will be Thursday, March 30, 2023.

I have been so fortunate during my employment at iPloy Staffing Solutions, OPC for the opportunity to grow and learn. My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

Thank you for your guidance and support. I wish you and the company the very best going forward.

Sincerely,


Aljean Mae Baterzal