

August 30, 2022

Ian Giles Valenzona

Team Lead, 60 MC Restart

Iploy Staffing Solutions, ONE MONTAGE, Reyes Avenue

Cebu City 6000 Philippines

Dear TL Ian,

I regret to have to let you know that I shall step down from my position as a Customer Service Representative in Iploy Staffing Solutions, effective September 29, 2022.

Unfortunately, family circumstances at this time require my full attention, which leave me unable to fulfill my duties to the company.

I am a single mother of a 4-year-old boy and my mother is taking care of my son. My father is the one providing needs for our family, unfortunately, something urgent came up and he can no longer work for us. My mother is a care giver and now has to go back to work. It is frustrating that I must sacrifice my own career, but I believe I should also be doing my responsibility as a mother of my son and daughter of my Father. I would also like to pursue my career in line with what I have graduated and find a job that is near to my son that would let me be able to take care of him at the same time since I have also been away from him for 2 years already.

I deeply appreciate the opportunities you have provided me during my time as a Customer Service Representative. I have had the best and positive experience working here in Iploy. It has been a pleasure working with you, my second family. I will forever be grateful for the invaluable expertise that I have acquired while I am under your guidance. Iploy helped me grow, professionally and personally. And helped me provide needs for my family for these past 15 months and I will be forever thankful for that. I hope leaving in the company will not affect our relationship.

I appreciate your support and thank you so much for understanding. I wish you all the very best.

Yours truly,

A handwritten signature in black ink, appearing to read 'Luciell A. Lazada', written in a cursive style.

Luciell A. Lazada

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