

October, 24, 2022

**HR MANAGEMENT**

9<sup>th</sup> Flr., Ayala Center Cebu Tower  
Bohol St., Cebu Business Park  
Cebu City, 6000

**Greetings!**

Please consider this letter as my formal notification of my resignation from my role as a **PCS Customer Service Representative** effective on November 11, 2022.

It is hard to leave the company whom I have learned to love together with the people in it but I have to make this hard decision for a greener pasture.

Thank you for allowing me to work with you. In my more than one (1) year of stay with Iploy, I have learned a lot and developed my customer service skill.

I wish all the best for the company.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hezel Jan B. Sobiono', written in a cursive style.

Hezel Jan B. Sobiono.