April 13, 2023

Iploy Incorporation

16th floor, One Montage

Archbishop Reyes Ave

Cebu Business Park, Cebu City 6000

To whom it may concern:

Good day!

It has been a great pleasure working in this prestigious institution. I wish to continue working in and serving this company, however, I would also like to explore and continue my growth in my field Tourism Management. Thus, my last day of employment should be on May 2, 2023.

I regret leaving the entity that has taught me so much that I expected. I shall forever stay grateful for the lessons I have learned from the experience.

Thank you.

Respectfully yours,

Rechelle De Guzman

Customer Service Representative