

Jake Nicole Petiluna
Purok 6, Lower Cubacub
Mandaue City
jakernzing69@gmail.com

March 16, 2023

HR
iPloy
9th floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City, 6000

To whom it may concern,

This letter is to notify you that I will be resigning from my position as a Customer Service Representative, effective today, March 16, 2023. I ask that you accept this as my formal notice of my immediate resignation.

I would like to express my heartfelt appreciation for all of the opportunities and experiences I have had while working with you. iPloy is a thriving business because of your leadership and mentorship. Your managerial abilities and the excellent client relationship that your company maintains have resulted in one of the best work environments I have ever experienced.

It is only after careful consideration that I have come to this decision, and I regret any inconvenience that it may cause.

Thank you for your understanding of my decision to leave the company. I wish you all the best for your continued success.

Sincerely,

Jake Nicole Petiluna