

September 12, 2022

Chesan E. Cabellon  
Purok 3, San Jose, Cebu City, Cebu

Ellaine Lili Grace Yee Griño  
Adapt PAP Compliance  
iPloy Staffing Solutions  
9F Ayala Center Cebu Tower, Cebu Business Park,  
Cebu City, Cebu

Dear Ms. Griño,

I am sorry to inform you that I am resigning from my position as Customer Service Representative, effective immediately. I know this is unexpected, however due to family reason.

I am taking such a difficult decision but I am finding it quite difficult to strike a balance at my personal end and taking care of my daughter. I need to stay with her in order to give her my time and a good upbringing.

Thank you for all the opportunities that the company gave me. Especially to my Supervisor Ellaine Griño, who gave her trust and motivates me to do better and my workmates who's making work less stressful. Working here has been instrumental for my personal growth, and I will be grateful for all the experience I have gained.

Thank you very much for your kind understanding.

Sincerely,

CHESAN E. CABELLON

A handwritten signature in black ink, appearing to read 'CHESAN E. CABELLON', written over the printed name.