

Kem Maisog Sunog
Unit 1B Ceilo Apt, Capitol Site
Cebu City, Cebu 6000

Cathelyn Ruto
iPloy OPC
18th Floor, One Montage, Archbishop Ave
Cebu City, Cebu 6000

To whom it may concern,

I am writing to formally resign from my position as Intake at IPLOY OPC, effective immediately as of December 15, 2025. I am resigning because I would like to find other work that offers work from home and at the same time a career growth.

Over the past years, I have had the privilege of working alongside with an exceptional team and contributing to the success of iPloy OPC. I am deeply grateful for the opportunities I have been given to grow, learn and develop my skills. The experience I have built here will remain invaluable to me as I move forward in my career.

I would like to extend my sincere appreciation to you and the entire iPloy for your support, guidance and camaraderie. It has been a pleasure working with such talented and dedicated individuals, and I will cherish the memories and accomplishments we have shared.

I wish the company continued growth, success and prosperity in the years to come.

Sincerely,

A handwritten signature in black ink, appearing to read 'KMS', with a horizontal line extending from the end of the signature.

KEM M. SUNOG