

Marichu Montemayor

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November 26, 2025

Human Resources Department

Iploy OPC

9th Flr, ACCT, Bohol St. Cebu Business Park,

Cebu City, Cebu 6000 PH

To Whom It May Concern,

I am writing to formally resign from my position as Patient Pay Billing Specialist at Iploy OPC, effective November 26, 2025.

This decision has not been easy, but due to personal family responsibilities, I am unable to continue in my role. I have realized that I cannot give my full attention to both my work and my children, and I feel it is best to step down rather than compromise either responsibility.

I am truly grateful for the opportunities I have had at Iploy OPC, and for the support and guidance extended to me during my time here. Please let me know how I can assist in ensuring a smooth transition before my last day.

Thank you for your understanding. I wish Iploy OPC continued success in the future.

Sincerely,


Marichu Montemayor