

**December 15, 2025**

Niño Angelo Manal  
Operations Manager  
16th Floor, One Montage  
Archbishop Reyes  
Cebu City 6000, Philippines

Dear OM,

Please accept this letter as formal notice of my resignation from my position as Team Leader at iPloy OPC, with my last working day on December 15, 2025.


I am deeply grateful for the six wonderful years I have spent with iPloy OPC. The company has played a significant role in my professional and personal growth, and I sincerely appreciate the trust, support, and opportunities that were given to me throughout my tenure. Working with such a supportive, patient, and understanding manager like you has been a truly rewarding experience.

After careful consideration, I have decided to step down from my role to focus on being fully present for my growing one-year-old child. Due to the recent loss of our babysitter, I will need to dedicate my full time and attention to my child's care during this important stage.

This decision was not made lightly, and it comes with a heavy heart. While I regret that I am unable to fully commit to a transition period, I hope for your kind understanding given my current family circumstances. I am truly thankful for the guidance, encouragement, and compassion I have received during my time at iPloy OPC.

I will always value the experiences, lessons, and relationships I have built with the company, and I wish iPloy OPC continued success in the future.

With gratitude,

  
Fatima Benido