

December 22, 2025

Desiree Tugahan
Pob. Occ. Consolacion Cebu
Consolacion Cebu, 6001

RE: Notice of Resignation from Employment at IPLOY OPC

To Whom It May Concern,

I am writing to formally tender my resignation from my role as CSR at IPLOY OPC effective today this is because last June up to present was a very hectic schedule of my children schedule in school and I really had problem in sleeping. I will be focus more on to my family.

It has been a privilege to serve at IPLOY for almost six years. The experiences and insights I have garnered during my tenure have been invaluable.

I deeply appreciate the opportunities for growth and the collaborative environment with my TL, my teammates and to my onshore Ms. Pearl that I had the pleasure of being a part of. These experiences will undoubtedly influence my future endeavors, and I will always regard my time at IPLOY OPC as a significant chapter in my professional journey.

I appreciate the opportunities afforded to me while at IPLOY OPC, and I wish everyone on the team much success in the coming years.

Thank you once again for your guidance and support throughout my tenure.

Sincerely,



Desiree Tugahan
CSR
Confirmation Department