

Mischel M. Lobiano  
Purok 2, Sindulan, Tina-an, City of Naga  
Cebu Philippines 6003

March 28, 2024

Iploy OPC  
9th Floor, Ayala Center Cebu Tower (ACCT)  
Bohol St. Cebu Business Park, Cebu City Philippines

Dear. Lord Arocha,

I hope this letter finds you well. I am writing to inform you of my immediate resignation from my position as Customer Service Representative (Initial Authorization Specialist) at IPLOY OPC effective today March 28, 2024. After careful consideration, I have decided to focus and prioritize my son and family's well-being.

Due to recent circumstances, I have decided to be more focused on taking care of my son and as a single mother, It is my responsibility to attend to all the needs of my child including the care and attention that he needs, especially that he is now already studying, he needs more guidance from a parent, For now I am struggling in terms of balancing my time for work and him since my mother is starting a new venture and she can no longer attend to my son's welfare, and I also need to take a break and focus on our time together which is very essential for me.

I want to express my gratitude for the opportunities and experiences I have gained during my time at IPLOY OPC. I have learned a lot and have had the chance to work with some incredible colleagues. I appreciate the support and understanding that I have received throughout my tenure.

Thank you for your understanding and support. I am truly grateful for the opportunities I have had at IPLOY OPC. I wish you and the entire team continued success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mischel M. Lobiano', written in a cursive style.

Mischel M. Lobiano