

January 21, 2026

IPLOY OPC
16th flr, One Montage
Archbishop Reyes Avenue
Cebu City, Philippines

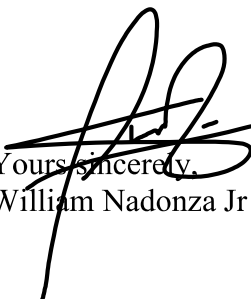
Dear Sir/Ma'am,

I am writing to formally inform you of my immediate resignation from my position as a Customer Service Representative, effective today, January 21, 2026.

Due to personal reasons, I am unable to continue my employment at this time. This decision was not made lightly, and I sincerely regret any inconvenience my immediate departure may cause. I am grateful for the opportunity to have worked with the company for over five years and for the experience and skills I have gained during my tenure.

I regret any inconvenience my immediate departure may cause and appreciate your understanding. Kindly advise on the clearance process and any requirements I need to complete to facilitate this, including the return of company property and completion of necessary documentation.

Thank you again for the opportunity to work with the company.


Yours sincerely,
William Nadonza Jr