

Marishka Iris Arcilla  
HR Manager  
iPloy OPC  
16<sup>th</sup> Flr One Montage Bldg  
Kamputhaw, Cebu City 6000

Dear Madam,

Please accept this letter as formal notification that I am resigning from my position as a Customer Service Representative at iPloy OPC. My final day of employment will be February 6, 2026, which provides the necessary 30-days' notice outlined in my contract.

While I appreciate the initial opportunities presented by this role, recent developments and the handling of certain situations have led me to the decision that it is time for me to pursue new opportunities that better align with my professional expectations and values.

I am committed to ensuring a smooth transition of my responsibilities before my departure. Please let me know how I can best assist in wrapping up my projects or facilitating a proper handover.

I wish the company well in its future endeavors.

All the best,



**Danelle B. Himpit**

RCM Specialist, Asset Recovery, AdaptHealth

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