

Carlo R. Ocaña  
Lower Sto. Niño  
City of Cebu

December 26, 2023

IPLOY- OPC

Cebu Business Park

Camputhaw, Cebu

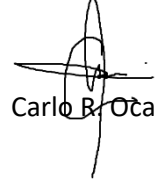
6000 Cebu Philippines

Dear Ma'am/Sir:

I would like to inform you that I am resigning from my position as Customer Service Representative effective on December 26, 2023 because I found out that I had Hepatitis B and the only way to cure this is to boost my immune system and since I'm working at night it would be difficult for me to heal and cure this as soon as possible. At the moment, I'm still in the process of accepting the fact that I have this and it's so hard for me since I'm away from my family. Though, It has been a great pleasure working with IPLOY-OPC. As a representative, I am deeply grateful to the company for providing me growth, challenges, opportunities and strategic career progress. However, it's time for me to move on my next challenge. I will always treasure those days and time I have with IPLOY-OPC. I wish you and the company a continued success for the future and hope to stay in touch.

Thank you.

Yours sincerely,



Carlo R. Ocaña