

June 04,2023

iPloy OPC

16th floor Montage Building, Archbishop Reyes Avenue, Cebu City 6000

Ramelyn Castañares & Marishka Iris Arcilla

HR Managers

Dear Miss Ramz and Miss Maw,

Please accept this letter as my formal notice of resignation from my position as a Talent Acquisition Specialist at iPloy OPC. This is effective on July 3,2023.

I like to express my gratitude for the opportunities and experiences that the company has provided me during my 2 years of employment. After considering the things carefully, I have decided to pursue a new opportunity that offers greener pasture and better opportunity for me. This decision comes with a heavy heart, but I assured a smooth transition on my tasks and responsibilities during my remaining time here.

Thank you again for the support and guidance that you have provided me during my time with the Recruitment Team. Especially to both of you, Miss Maw and Miss Ramz, who's always there during all the ramping times who always got us back(recruitment) when we are on rocky road situation. To my Supervisor, Layds, I know you are on a ML until today but really thanks for always checking the things that I am lacking and the things which I need to improve it helped me to become better to best on my role.

Grateful to have all you and the relationships that I have developed with the recruitment team, all HR admins, even with the drivers and utilities. I will always treasure all the precious moments that we have.

Surely, I will miss all these incredible people that I have had a pleasure of working throughout the years with iPloy and I'm forever be grateful with that.

Until we meet again.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathleen Abella', with a horizontal line extending to the right.

Kathleen Abella