

Ryouka Akasaka

Haniyyah homes Babag 1 Lapu-lapu City Cebu

[akasakaryouka@gmail.com](mailto:akasakaryouka@gmail.com)

09327104215

August 14, 2025

HR Department

iPloy OPC

16<sup>th</sup> floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu, Philippines

Dear HR Department,

I am writing this letter to formally resign from my position at iPloy OPC effective immediately today, August 14, 2025. After careful consideration I have decided to pursue a new opportunity that aligns more closely with my career goals and aspirations.

This decision was not easy, as I have greatly valued my time at Iploy and the support and guidance I have received from my former team Lead and the teammates. However, I believe this move is necessary for my professional growth and development. It has been an incredible experience to be a part of such a wonderful team. I am also thankful for your trust in me over the years, which has shaped me to become a better employee and person.

I will be liaising to complete my exit interview and to return my ID.

Thank you for the opportunities and experiences I have gained during my tenure here. I wish you and the team continued success.

Sincerely,

Ryouka Akasaka

