

Liezel C. Salada  
0995-256-9948  
380-F Visitacion St., Sambag II,  
Cebu City, Cebu 6000

Serra Rodrigo and Management  
IPLOY OPC  
16<sup>th</sup> floor, One Montage bldg., Archbishop Reyes Ave.,  
Cebu City, Cebu 6000

Dear Ms. Serra Rodrigo,

Please accept this letter as a formal notice of my immediate resignation from my role as Insurance Specialist with iPloy as of June 26, 2024. I'm sorry to leave without proper notice. But a better opportunity was offered to me and I need to resign immediately. As you all know my father died last December, which left me as the sole provider for my family.

To my supervisor I don't intend to inconvenience you and my co-worker with this news and I hope you accept my sincere apology.

I have been with the company for 2years and 10months and I appreciate the opportunities growth for growth and development you have provided during my tenurity. I wish you and the team continued success and best wishes in the future. It's been a great pleasure working with this company. Thank you very much.

Sincerely,

Liezel C. Salada