

November 27, 2025

iPloy OPC
9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City, Philippines 6000

Dear Ms. Marishka;

I am writing to formally tender my resignation from my position as **Talent Acquisition Specialist** from the **HR-Recruitment Department**, effective 30 days from today. After **4 years and 2 months** with the company, I have made the decision to move forward in my career to look for career growth and better opportunities.

This decision was not easy for me, but I want to express my heartfelt gratitude for the opportunities, trust, support, and experiences I have gained throughout my tenure. The experience and learning I've gained here have contributed greatly to my growth both professionally and personally, and I am truly thankful for the journey I've had with the team. This company has been more than just a workplace; it has been a place where I found mentors, friends, learnings, and meaningful experiences that I will always carry with me.

I am truly thankful for the chance to contribute, to be part of an inspiring team, and to witness how much we were able to achieve together. Every challenge, and success has shaped me into a better professional and person. I will always look back on my time here with appreciation and joy.

I am committed to completing the full 30-day notice period and will ensure a smooth and organized transition. Please let me know how I can assist with handovers or any transition needs.

Thank you once again for everything. I will forever be grateful for the experiences and memories I've gained here. I wish the team and the company continued growth and success.

Warm regards,



Bless Elaine O. Tabanas