

February 29, 2024

iPloy, OPC

16<sup>th</sup> Flr. One Montage Building  
Archbishop Reyes Ave.  
Cebu Business Park, Cebu City, Cebu  
Philippines 6000

Dear Kate,

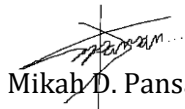
I humbly request that you accept this letter as my official resignation notice as a Customer Service Representative. It is with regret that I must give a notice effective immediately today, February 29, 2024, due to unforeseen circumstances. Since I just got married I have to relocate to our new home so suddenly and the distance is very far from the office and commuting would be very hassle and stressful already.

Since I didn't have much of a choice in making my anticipated decision, I sincerely apologize for not being able to give you more notice and I do hope that you can understand my decision.

But I would like to thank you for the amazing opportunities for the past two years and five months. It has been an incredible honor working with you and the rest of the team. I can't thank you enough for all the guidance and support you've given me during my time here.

I wish you, the company and my colleagues the best in the years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Mikah D. Pansan", written over a vertical line.

Mikah D. Pansan