

September 18, 2025

Dear TL Adrian,

I hope this email finds you well. I am writing to formally inform you about my decision to resign as a Reauthorization Specialist under your team. My last day of work is expected to be on September 22, 2025. This decision was made after careful consideration of my career goals and personal aspirations.

I want to take this opportunity to thank you and the entire team for the valuable experience during my time at Iploy, OPC. The associations I've made during my employment here will truly be memorable for years to come. I have enjoyed working with a very supportive and understanding team leader throughout my entire stay in the company. However, I feel like it is time to move on to new opportunities and challenges.

Thank you once again for the four wonderful years. I'd forever be proud and grateful that I get to experience your extraordinary leadership style. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Iven Claire A. Peñas', with a small dot to the right of the signature.

Iven Claire A. Peñas