

November 15 ,2023

iPloy, OPC

16th floor, One Montage

Archbishop Reyes Ave., Cebu City, Philippines

Thru: Louise "Gee" Asuncion

RE: Letter of Immediate Resignation

To whom it may concern:

I am writing to give my formal notice for immediate resignation from iPloy, OPC as of November 15, 2023. I sincerely apologize for not being able to provide notice much earlier, but due to my decision to focus and continue pursuing my studies, I must resign immediately.

I can no longer commit to devote my full time and best efforts to working in the Intake Department. Committing to my academic responsibilities has caused conflicts with my duties in the company. I am grateful for the opportunities and support that you, my TL, my teammates, and the entire Intake Department have given me during my time here at iPloy, OPC. I will continue to wish the company continues success.

I apologize that I had to leave this way, under different circumstances I would've done better. I am genuinely asking for your kind consideration. Thank you again for giving me the opportunity to work for iPloy, OPC. If you have any questions or concerns, feel free to contact me through +639685854987 or email me at jupetsilva30@gmail.com.

Kind regards,

A handwritten signature in black ink, appearing to be 'Jupet Avila', is written over a light gray rectangular background.

Jupet Avila