

Joseph A. Agustin
55 SB Cabahug Street
Ibabao-Estancia, Mandaue City 6014

July 17, 2023

iPloy, OPC
16th Floor One Montage Building
Archbishop Reyes, Cebu City 6000

To Whom It May Concern,

I am writing to inform you of my intention to resign from my job as Customer Service Representative at iPloy, OPC, effective August 15, 2023 from today July 17, 2023.

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities you gave me during my time at iPloy, OPC. Please let me know what assistance I can offer as I transition out of my current role during the next 30 days. I hope we can stay in touch going forward.

Thank you,

A handwritten signature in black ink, appearing to read 'JA', written in a cursive style.

Joseph A. Agustin