

Rosemarie Canillo

Resignation Letter

Rosalia Dizon

TeamLead/IPloy OPC

16th floor, One Montage, Archbishop Reyes

Ave, Cebu City, Cebu

December 31, 2024

Dear Ms. Dizon

I am writing to inform you of my immediate resignation from my position as an Intake Specialist at IPloy OPC, effective today December 31, 2024.

I want to express my gratitude for the opportunities and experience I have had during my time here in IPloy. It has been a pleasure working with the dedicated and talented individuals in this organization. I appreciate the support and guidance provided by you and team throughout my tenure.

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.

Thank you for your understanding and cooperation. I wish the company continued success, and I sincerely apologize for my inconvenience caused by my sudden departure.

Sincerely,

A handwritten signature in black ink that reads "Rosemarie". The signature is written in a cursive, flowing style.

Rosemarie Canillo
