


December 27, 2023
HR Manager
Iploy OPC
9th Floor ACCT Building, Ayala Business Park
Cebu City 600

Dear Ma'am/Sir,

Two years ago, I was given a chance to be a part of Iploy OPC. My experience wasn't all walk in the park, I also had those tough days. But the lessons & learning that I acquired during my experience are priceless. I would like to take this opportunity to express my gratitude to everyone, especially to my TL Anthony Tabios and all of the initial Auth Team for the trust & support they have given during my employment. But like every book, I have to close another chapter & start a new one in order to do what is best for me and my career. That is why, I am sending you this letter as a formal notification that I am resigning from my position as Initial Authorization Representative effective thirty days from today, January 29, 2024.

I am happy to use the next one month to make the transition as smooth as possible. I wish you and the company success in the future.

Sincerely,

Ricarlyn C. Buot