

July 17,2023

IPloy OPC

16th Floor, One Montage, Archbishop Reyes, Cebu City, Cebu Philippines

Dear Sir or Madam:

I am writing to formally notify you of my resignation from my position at IPloy OPC as Team Leader. I was recently offered a Virtual Assistant position and forever work from home set up and I decided to take this opportunity.

Currently, me and my husband is aiming to have a baby and this opportunity will allow me more time with my family. I need to lessen my work and take enough rest. My last day is expected to be on July 31,2023, two weeks from today. This is to help someone who will replace my position.

I am incredible grateful for the opportunities that I had with iPloy. I will value the insights that I have learned and expect them to help in my future endeavors. I would also like to thank you for being supportive of my professional growth and I have enjoyed working this company and to the rest of the team.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.



Marisa Casipong