

iPloy OPC

16th Floor, One Montage Tower
Archbishop Reyes Avenue
Cebu City 6000

June 30, 2023

To whom it may concern:

Good day!

Please accept this letter as a formal notification of my intention to resign from my position as a **CUSTOMER SERVICE REPRESENTATIVE** at iPloy OPC. My final day will be on July 30, 2023, as per my notice period.

I have been offered another opportunity that will halve my daily commute and allow me to spend more time with my family outside of working hours. I will also be able to save money for my future endeavors.

I would like to thank you for the opportunity to have worked in the position for the past 17 months. I have learned a great deal during my time here and enjoyed collaborating with my colleagues. I have also learned how to deal with the customers, and it was a pleasure helping them. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

In the coming weeks until July 30, 2023, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues. Also, I will still be doing my best at work. Please let me know if there is anything further, I can do to assist in this process.

Sincerely,



Freida Alipuso