

January 20, 2026

Good day.

I am writing to formally resign from my position as Intake Specialist, Customer Service Representative at IPloy, OPC. Effective today January 20, 2026

This decision was not made lightly, but due to unforeseen circumstances, I am unable to continue in my role. I am grateful for the opportunities I have had to contribute to the team and for the support provided during my time here.

I apologize for the short notice and will do my best to assist in ensuring a smooth transition, including handing over any pending tasks or providing necessary information to colleagues.

Thank you again for the opportunity to be part of IPloy, OPC. I wish the team continued success in the future.

Sincerely,
Ruevine Jien F. Bensi