

September 1, 2025

Yisroel Gissinger

iPloy, OPC

9th floor, Ayala Center Cebu Tower, Bohol Road,
Cebu Business Park Brgy. Luz, Cebu City, Cebu

Dear Sir Jay,

I am writing to formally resign from my position as **HR Manager** at iPloy, OPC., effective **October 1, 2025**.

Having dedicated three years to this company, I am deeply grateful for the opportunities, growth, and invaluable experiences I have gained during my tenure. This decision was not made lightly, but I have been offered a new role that provides a better opportunity to expand my responsibilities and further develop my career within the HR profession.

I would like to extend my heartfelt thanks to you, Sir Jay and Sir Ben, for your inspiring leadership and support throughout my time here. I am also immensely grateful to the Department Heads and colleagues I have worked with, Doc, Angelo, Gina, and Stephen; their guidance and collaboration have been instrumental in my success at iPloy.

A special note of appreciation goes to my team in HR, especially Iris, whom I have loved working with. I will genuinely miss working alongside her and the team. I entrust her with the team's continued success, confident that she will lead them well and uphold the high standards we've maintained.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities and assist in any way necessary during this period. Please let me know how I can help facilitate this process.

Thank you once again for the support and opportunities during my time here. I look forward to staying in touch and wish iPloy continued success.

Sincerely,



Ramelyn C. Castañares
HR Manager