

May 4, 2025

Human Resources

IPLOY OPC

9th Floor, Ayala Center Cebu Tower
Bohol Street Cebu Business Park,
Cebu City 6000

Dear Maam/ Sir

While I have enjoyed working at IPLOY OPC, for over three years, it is with deep regret that I am writing to inform you of my resignation from my position effective May 5, 2025.

After a period of consideration, I have decided to take my career into a different direction and it is time for me to move on to new opportunities. I truly enjoyed my tenure at IPLOY OPC. Working at this company has been rewarding, and I will always remember my experiences here and the people I worked with. I would like to thank the management, my supervisors and my co-workers who have been very supportive and have taught me a lot during the past three years.

I would like to wish IPLOY OPC, its management and staff the best in the future. Thank you for the advice and mentoring these past few years. It has been a privilege to work with you.

Sincerely Yours,



EDEN MAE SABANAL