

June 1, 2023

One Montage, Archbishop Reyes Ave, Cebu City, Cebu

To The Management,

I regret to inform you that I will be leaving iPloy OPC due to personal reasons; I am no longer able to fulfill the responsibilities of my role as an order specialist. I believe that I cannot contribute my effort and self wholeheartedly to the team anymore since I will venture to a new responsibility. I feel that it is in the best interests of the company that I vacate the position and my last day will be on July 1, 2023.

I do hope that my leaving will not cause the Orders Team any inconvenience. I cannot thank you enough for the opportunities this company has provided me. Working here for a year and almost 2 months has been incredibly instrumental in my personal growth, and I have learned a lot from the team or department I was assigned to. I will never forget the colleagues, my supervisor and friends I have made here.

Thank you so much for understanding. Despite the personal reasons I am dealing with, I enjoyed working with the company and I appreciate my time as well. I hope we will be able to stay in touch and look forward to seeing how iPloy OPC still grows in the future.


Sincerely Yours
Amzon Jourgann Cotejo/ 6/1/2023

