

July 29, 2023

Ramelyn Castañares
HR Manager
iPloy OPC
9TH floor, Ayala Center Cebu Tower
Cebu Business Park, Cebu City Philippines 6000

To whom it may concern:

Please accept this letter as my formal resignation from iPloy OPC as Medical Biller effective today.

This is a hard decision for me to leave the company since I have been enjoying giving valuable and great service. But I need to look for greener pasture. I hope that you will accept my resignation.

I would like to extend my deepest gratitude for all the great opportunities you have given me as an employee. It has been a great privilege to be part of iPloy OPC family.

I would also like to add that I will be continuing on paying my SSS loan with my new company so I would like to request for my last pay to not get deducted with the loan amount.

Thank You! God Bless!

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Noemae', written in a cursive style.

Noemae Trishia Baguio