

January 03, 2025

**Human Resource Department
IPLOY OPC
16th floor, One Montage
Archbishop Reyes Ave, Cebu City, Cebu**

To Whom It May Concern:

Thank you for giving me the opportunity to work as Confirmations Specialist and Intake Specialist for almost 3 years. I have thoroughly enjoyed working here and appreciate all the opportunities you have given me.

It has been an honor to be a part of a company wherein I have exercised and had shown my abilities.

After giving such thought and consideration, I am unable to continue to carry out the responsibilities of my role due to my current working environment. It has affected my mental and physical health. Therefore, I hereby tender my irrevocable resignation effective today, January 03, 2025.

Again, it has truly been a pleasure working with a growing company such as IPLOY OPC. Please acknowledge this letter of resignation and I will do my utmost effort for a smooth turnover of my work.

Respectfully,

Mary Ann Legaspo