

January 23, 2025

Laarni Hayahay
Lead, PAP Patient Support
IPloy, OPC
Archbishop Reyes Ave, 16th Floor
One Montage Bldg.,
Cebu City 6000

To Ms. Hayahay,

Kindly accept this letter as my formal resignation from my position as a Customer Service representative at Iploy, OPC, effective February 03, 2025. Personal circumstances, which I cannot divulge, led me to decide in changing my last working day.

I am deeply grateful for being part of the company for almost 3 years. The learnings and opportunities I have had here have been greatly helpful for my career growth. Also, I am thankful for the support and guidance I received from you and the company.

I hope you understand my decision, thank you again and wishing you and the company the very best going forward.

Sincerely,

Kaith Marie Q. Cañete

A handwritten signature in black ink, appearing to be 'K. Cañete', with a horizontal line extending to the right.