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January 06.2025

iPloy, OPC

16th floor Montage Building

Archbishop Reyes Ave. Cebu City, Philippines 6000

Dear IT Manager and HR Department,

I am writing to formally submit my resignation from my position as IT Officer at iPloy, OPC. effective January 27, 2026.

This has been one of the most difficult decisions I have made. My almost four years of working at iPloy have been both fun and challenging. I have learned so much during my time here, and I would like to extend my sincere gratitude to our IT Head, Sir Stephen, for giving me the opportunity, trust, and guidance in every task assigned to me.

Although this decision was not easy, I believe it is the right step for me at this time.

Thank you for the opportunities and support I have received at iPloy, OPC. I wish the organization continued success in the future.


Sincerely,
Cyvin Lopez