

## Resignation Letter

Gladys Owatan Miñoza  
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09669963668

December 16, 2025

Niña Dalaniel  
Team Leader  
iPloy, OPC  
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu, Philippines

### **Subject: Resignation Letter**

Dear Niña Dalaniel,

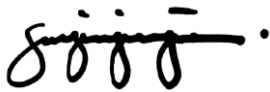
I am writing to formally resign from my position as Customer Service Representative at iPloy, OPC, effective after a 30-day notice period, with my last working day being January 15, 2026.

This decision was made because no family member is available to take care of my daughter. Me and my partner is not also confident in getting a helper or someone that we don't personally know, so it would be better if one of us will be taking care of our daughter.

It has been a privilege to work with iPloy, OPC for the past 3 years and 6 months. I am deeply grateful for the opportunities, support, and professional growth I have experienced during my tenure.

Please let me know how I can assist in ensuring a smooth transition during this period.

Sincerely,



Gladys Owatan Miñoza