

## RESIGNATION LETTER

IPLOY OPC  
16<sup>TH</sup> floor, One Montage, Archbishop  
Reyes Ave, Cebu City, Cebu 6000  
09150276449

To whom it may concern:

I am writing this letter to formally inform you of my decision to resign from IPLOY OPC as an Intake Specialist effective today, December 29, 2025.

I have been with your company for more than 3 years and this decision was made carefully. I want to express my sincere gratitude for providing me with valuable opportunities to grow and develop both personally and professionally. It was such a privilege to be part of an amazing and dedicated team with people who are not just my workmates but a family by heart.

Thank you for your understanding and support. I wish you and the company a continued success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lesly', with a stylized flourish at the end.

LESLY GRACE E. CHIONG