

Date: January 31, 2023

16th Floor, One Montage,

Archbishop Reyes Ave,

Cebu City, Cebu

To whom it may concern,

I am writing this correspondence as my letter of resignation from my position as an Orders Representative due to personal reasons. I wish to pursue my education. I regret to inform that I will not be able to continue my work as of today, January 31, 2023.

It is such an honor to be able to grow with iPloy and meet my colleagues. I am grateful for having the opportunity to serve the company and I offer my best wishes for its continued success. Please inform me in writing regarding any other documentation that may be required to complete my resignation.

Thank you so much.

Sincerely yours,

Lacson, Jeah Cleofe, S.

A handwritten signature in black ink that reads "Jeah Cleofe S. Lacson". The signature is written in a cursive style with a large, stylized initial "J".