

Kloe A. Urtezueta

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November 13, 2024

iPloy, OPC

9th Floor, Ayala Center Cebu Tower

Bohol St., Cebu Business Park, Cebu City

Dear Ms. Ramelyn and Ms. Iris,

Please accept this letter as a formal notification of my intention to resign from my position as a Front-desk Officer with iPloy,OPC, effective December 31, 2024.

During our 2nd Annual Evaluation, I was able to share my plans in the future. And as I prepare myself into taking a big step in my life, unfortunately, it includes leaving the company. The opportunity presented in me is something that I cannot miss as I know it will not only help me but also my family. Personally, there are sacrifices that I need to take and this is something that I want to take a risk of. Meanwhile, given the circumstances and my current financial status, I would like to look for a job which offers a higher pay as I would need it to help me in financing my future endeavor.

I would like to thank you for the opportunity to have worked in the position for the past 2 years and 3 months. I genuinely appreciate the trust you gave amidst my lack of experience as a fresh grad. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the next month and a half, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to hand over my duties to colleagues or my replacement. Please let me know if there is anything further that I can do to assist in this process.

Wishing you all the best and the company's continued success.

Sincerely,



Kloe A. Urtezueta