

John Nathaniel Parejo Dalondonan

Natalia Residences, Tolo-tolo, Consolacion Cebu

0936 987 4800

10/30/2025

Iploy, OPC

9F Ayala Center Cebu Tower

Cebu Business Park, Cebu City

0917 709 7074

Subject: Immediate Resignation

Dear Iploy OPC,

Please accept this letter as my formal notice of resignation from my position as a Customer Service Representative from Snap Diagnostics Department at Iploy OPC, effective immediately. After careful assessment of my situation, I have decided to pursue a new opportunity that aligns my long-term goals for professional and personal growth.

I sincerely apologize for the short notice and the inconvenience this may have caused you. Please know that this decision did not come easy as I truly put in high regards all the support, teachings, and trust the company has given me. I became a skilled worker day by day because of the experiences you laid out for me together with the commendable supervision and assistance from my team leader and teammates.

If there is any way I can assist in ensuring a smooth transition, even in a limited capacity, I would be more than willing to help.

I am deeply thankful for everything I've learned during my time here—it will always be an important part of my professional journey. I will always look back on my time at Iploy with gratitude and respect, and I wish the company continued success in all its future endeavors.

With appreciation,



John Nathaniel Dalondonan