

February 15,2024

iPloy OPC

9th Floor Ayala Center Cebu Tower,
Cebu Business Park, Cebu City

To whom it may concern,

I am writing to formally announce my immediate resignation from my position as Customer Service Representative at iPloy OPC, effective immediately today, February 15, 2024.

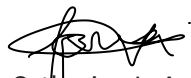
I deeply appreciate the opportunities given to me during my tenure with the company. However, after careful consideration, I have concluded to resign from my current role due to personal matters, particularly concerning my mental health that I really want to focus on. As of now, I'm interested in looking for a medical doctor that would ease my situation. Furthermore, I'm also planning to pursue my dream of becoming a Teacher, but right now, I just want to rest and rejuvenate before making the step. This decision was not easy, but I firmly believe this would be best for myself and the company.

I would like to express my gratitude for the trust afforded on me for this is my first ever job. The guidance and learnings have impacted me in the most unexpected way that will undoubtedly contribute to my future success.

Additionally, I apologize for any inconvenience this may cause and understand that it is short notice. Please let me know if there are any procedures I must adhere to and I will make myself available to facilitate a seamless transition.

Thank you for the understanding and support extended by the company. I extend my sincerest well-wishes for iPloy OPC's continued success and prosperity.

Yours Truly,



Catherine L. Aves
Patient Pay Department