

September 16, 2025

9th floor Ayala Center Cebu Tower
Bohol street, Cebu Business park,
Cebu City 6000

To whom it may concern,

I hope this message finds you well. I am writing to formally resign from my position at iPloy effective September 16, 2025.

This decision was not made lightly. I am deeply grateful for the opportunities I've had to grow both professionally and personally during my time here. Working alongside such talented and supportive colleagues has been a true privilege, and I will always carry the lessons and memories with me.

After careful consideration, I have accepted a new opportunity with a company that aligns more closely with my current career goals and personal needs. While I'm excited about this next chapter, leaving behind a team I respect and admire makes this transition bittersweet.

I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to support the team during this period.

Thank you once again for the trust, guidance, and camaraderie. I sincerely wish the company continued success and hope our paths cross again in the future.

Sincerely,



SHEILLA MAE A. SANICO