

Hi.

Good day!

I am writing to formally resign from the position of CSR. My last day of work will be 2-9-2026, which is 30 days from the date of this letter.

I have decided to pursue further studies to complete my education, which has always been a long-term goal of mine.

I have been working at iPloy, OPC for the last 3 years. The experience has been remarkable. I have seen this company grow over the years and feel honored to have been a part of it.

Making this kind of decision is not easy for me. I have grown much as a person in these years in this company, for which I am thankful. Though my stint in the TI Jude Abella's team is quite brief, it's a pleasure working with all these people, and for the warm welcome, I thank them all.

I would like to appreciate the opportunities that have been provided to me through my years with the firm, and also more recently with the team. I wish the firm all the very best.

Best,


Sheena Marie Atay || 1.12.2026

Noted and Accepted, Effective Date
should be January 14, 2026


Margarita C. Silva
HR Supervisor