

# Resignation Letter

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iPloy OPC  
9<sup>th</sup> Floor, Ayala Center Cebu Tower,  
Bohol St., Cebu Business Park,  
Cebu City, 6000

Dear Management,

I am writing to formally resign from my position as Initial Authorization Specialist. This was not an easy decision, the almost three years have been both fulfilling and rewarding. I am truly grateful for the opportunities to grow, learn, and contribute to the team.

I want to express my sincere thanks to you and my colleagues for your support and collaboration during my time here. Working with such a talented team has been a privilege, and I have gained invaluable experience.

I sincerely apologize for the abrupt timing of this announcement. However, due to unforeseen circumstances, I have decided to resign.

Please feel free to reach out if I can be of any assistance during this transition. I wish the company the best, thank you.

Best Regards,  
Queeny Justiniane  
Initial Authorization Specialist