

September 6, 2022

To: **Mr. Richie Reyes**
Senior Team Lead
Documentation Department
iPloy, OPC
16th Floor, One Montage
Cebu Business Park, Cebu City

Thru: **Alfred Camarillo**
Director of Operations

Angelo Manal
Operations Manager

Ramelyn Castañares
Human Resource Manager

Subject: Resignation

Dear Mr. Richie Reyes,

Good day!

Please accept this as a formal letter of Notice of my resignation from my position as a Team Lead for **iPloy, OPC** due to personal reason. My last working day will be on **October 05, 2022**.

This decision did not come easy as I have cherished the experience and memories I have with the company and the growth I have obtained whilst in the company ground.

I am grateful for the opportunity to learn from you and the team. Thank you for your support, mentorship, and guidance over the past four years.

I regret any inconvenience this will cause, If I can be of any assistance during the transition, please let me know. I wish you and the company much success.

Respectfully yours,



Jessa Aying | 09-06-2022

