

February 27, 2026

iPloy OPC

Archbishop Reyes,

Cebu City, Cebu 6000

To whom it may concern,

It has been an honor and a privilege to work at iPloy and I am filled with gratitude for the opportunities this company has given me. After thorough and deep thinking, and due to unforeseen circumstances, I have come to a decision to resign from my role as Customer Service Representative. Lately, I have been feeling exhausted physically, mentally, and emotionally and it has been affecting my overall health. I believe it is in the company's best interest that I vacate this position. My last working day is February 27, 2026.

The camaraderie I have experienced in working here is something that I will cherish forever. I have learned and gained a lot in this company and will continue to bring these learning in my future endeavors.

Thank you for the 3 amazing years we have shared. The support and understanding you have provided me during my time in the company. I wish you and the company success in the coming years ahead.

Sincerely,



Josepha Amparito D. Villagonzalo