

16th flr, One Montage, Cebu Business Park
Cebu City, Cebu, Philippines 6000
IPLOY-OPC Cebu

To whom it may concern,

I hope this letter finds you well. I am writing to inform you that, with a heavy heart, I have decided to resign from my position as CSR at IPLOY-OPC, effective immediately. This decision was not an easy one to make, but due to conflicts with my upcoming schedule, I have no choice but to prioritize my studies at this time.

I want to express my sincere gratitude for the opportunities and experiences that I have had while working at IPLOY-OPC. I have learned so much from my time here, and I have been honored to work alongside such a talented and dedicated team.

My resignation is solely based on personal reasons and it does not in any way imply that I am dissatisfied with my work.

Thank you for your understanding and support during my time at IPLOY-OPC. I am grateful for the memories and experiences that I have gained here, and I wish you and the rest of the team all the best for the future.

I am hoping to have a positive response regarding this matter on what process I should do and comply to have my resignation finalized.

Sincerely,
Ma. Jessa Crista Lipiten Toreteo

