

December 19, 2023

Director, Human Resources
IPloy 9th Floor Ayala Center Cebu Tower
Bohol Street Cebu Business Park
Cebu City 6000

Sir/Madam,

Good day! I am writing to inform you that I am resigning effective today December 19, 2023. I have very much enjoyed working with you and I am more than grateful for the opportunities you have provided me for almost a year.

I will be getting married next month, and following my marriage, I have to move to Japan permanently. I think it's the best time to leave the position now, as I have to fly to Japan this 23rd of December. I truly appreciate your understanding of this significant time of my life.

Thank you again for understanding and for the opportunity to work with you. If I can be of any help during this transition, please let me know. I am more than willing to provide assistance in any way possible. I wish you all the best and may this company continue to prosper and grow.

Sincerely,


Dapnie Fires Gucila