

King Robert Balais
San Fernando, Cebu

May 17, 2023

Cathelyn Ruto
Team Leader, Intake Department
iPloy OPC, Cebu
18th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu

Dear TL Cathelyn,

Kindly accept this letter as my formal resignation from my position as Intake Specialist at iPloy OPC Cebu effective today, May 17, 2023.

I am incredibly grateful for the learnings and opportunities that I have been able to get during my time with iPloy. I would also like to thank you for being supportive of my professional growth.

I wish you and the company success moving forward.

Thank you and best regards,

A handwritten signature in black ink, appearing to be 'King Robert Balais', written in a cursive style.

KING ROBERT BALAIS