

JC Mae Ropal
Sitio Tabaylawom, Tisa
Cebu City, Cebu, 6000
July 22, 2025

Marie Bala
Immediate Supervisor
iPloy OPC
9th floor, Ayala Center Cebu Tower, Bohol St.
Cebu Business Park, Cebu City, Cebu, 6000

Dear Marie,

Please accept this letter as formal notice of my resignation from my position as Customer Service Representative at iPloy OPC, effective immediately.

I appreciate the opportunities I have had while working at iPloy, I have recently accepted another opportunity that aligns closely with my long-term career goals and personal growth.

I understand this may cause some inconvenience, and I'm willing to assist in the transition in any way possible, despite the short notice.

Thank you for the experience, and I wish the company continued success.

Sincerely,



JC Mae Ropal

Acknowledged and Approved effective:
July 22, 2025

Received by: 
HR Manager