

July 18, 2023

Ramelyn Castañares
HR Manager
iPloy OPC
9TH floor, Ayala Center Cebu Tower
Cebu Business Park, Cebu City Philippines 6000

To whom it may concern:

It is with a heavy heart to inform you that am resigning from my position as a Medical Biller for personal reasons effective August 18, 2023. This provides you with one month to plan for my replacement.

Working at iPloy OPC for the past 5 months has given me the opportunity to learn some things that could help me in my future endeavors. Though it is not my intention to leave you shorthanded, but I have been nothing but grateful during my stay here in iPloy OPC. I will think of my time here positively and wish you all the best moving forward.

Please let me know what I can do to help during this transition.

Regards,

A handwritten signature in black ink, appearing to read 'Jeanette Balderas', with a stylized flourish at the end.

Jeanette Balderas
Medical Biller