



9th Floor, Ayala Center Cebu Tower
Bohol St. Cebu Business Park,
Cebu City Philippines 6000

March 22, 2024

To Whom It Concern,

I am writing to formally resign from my position as Authorization Specialist at Iploy, effective upon submission of this letter. This decision has not been made lightly, and after careful consideration, I have concluded that it is time for me to move on to new opportunities and challenges. I am grateful for the experiences and growth I have gained during my time. I have dedicated a significant portion of my professional life to the Company, and it is with a heavy heart that I bid farewell. However, I believe that this change is necessary for my personal and professional growth.

I want to express my sincere gratitude to the team and Lead Ross Rellen for the support, guidance, and camaraderie that I have received throughout my time here. It has been an honor to work alongside such talented individuals, and I will cherish the memories and lessons learned.

I kindly request that my final paycheck, including any accrued vacation or sick leave, be processed and disbursed on my last working day. Additionally, I would appreciate receiving my Certificate of Employment (COE) at your earliest convenience to assist with my future endeavors.

Thank you once again for everything.

Warm regards,

A handwritten signature in black ink, appearing to read "Michelle Uy", is written over a faint, light-colored rectangular stamp or watermark.

Michelle Uy