

## Resignation Letter

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January 24, 2025

Jade Fernandez  
Senior Team Lead  
IPloy, OPC  
Cebu City

Dear STL Jade,

Please accept this letter as my formal resignation from my position as Customer Service Representative at IPloy, OPC, effective on January 30, 2025.

I have recently received an exciting opportunity to work remotely for another company, and after careful consideration, I have decided to accept this position. I accepted the offer because I believe that it is in the best interest of my career growth and personal life.

Thank you for the opportunity to work in my position for the past 2 years approximately. I really appreciate all of the opportunities for professional development you have given me during my time with the company.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,



CRESILDA SOY