

May 8, 2023

iPloy OPC Inc.
9F, ACCT, Bohol St., Business Park,
Cebu City, Cebu 6000


Dear Ma'am/Sir:

Please accept this letter as my formal resignation from my position as customer service representative at Billing Department (Team Lead: Marian Felominiano), effective immediately and my sincere apologies for being unable to provide two weeks' notice. I regret that, due to my health issues beyond my control, I must resign immediately.

Thank you for allowing me the opportunity to work in this company and providing me with a rewarding learning experience. I have enjoyed working here and I am so grateful to be part of your dynamic and supportive team operations.

I wish you all the best in your endeavors. I am indeed grateful for the kind of support, warmth and love you bestowed upon me throughout my stint here. Kindly draw my attention what ways I may be useful to you in the transition period.

Respectfully yours,


ROVELLA LODONIA