

ERICA A. SALADAGA

Labangon, Cebu City 6000

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09233893018

December 30, 2025

MARISHKA IRIS ARCILLA

HR Manager

iPloy, OPC

Dear Miss Arcilla:

Please accept this letter as formal notification of my intention to resign from my position as **initial authorization – central intake** at iPloy, OPC, effective December 30, 2025.

This decision has been a difficult one, as I truly value my time here. However, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals. I believe this is the right step for my professional development.

I would like to thank iPloy for the opportunity to have worked in the position for the past 2 years and 8 months. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues whose collaboration and camaraderie have made every challenge worthwhile. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

I am forever thankful for the trust and confidence being placed in me as the first company to offer me a job opportunity. I wish iPloy continued success in all its future endeavors. From the bottom of my heart, thank you once again for letting me be part of the company.

Sincerely,


Saladaga
ERICA A. SALADAGA