

**January 28, 2025**

Ms. Marishka Iris A. Arcilla and Ms. Ramelyn C. Castañares  
HR Managers  
iPloy OPC  
16<sup>th</sup> Floor One Montage, Ar. Reyes Avenue  
Cebu City, Philippines 6000

***Dear Ms. Arcilla and Ms. Castañares,***

I hope this message finds you well. I am writing to formally tender my resignation from my position as Employee Relations Specialist at iPloy OPC, with my last working day being **February 28, 2025**.

After careful a reflection, I have decided to step down from my role in order to take a step back from the busy world of corporate and as well as take a time for myself to fully recuperate — both emotionally and mentally — from all that has happened in the past year which has taken a huge toll on me and my wellbeing. I sincerely hope that you understand that this decision was not made out on a whim, but it took months of contemplation.

I want to express my sincere gratitude for the rewarding experiences and growth I've enjoyed during my time at iPloy. The relationships I've built with my colleagues and the collaborative team environment have made my time here truly memorable. I've appreciated the opportunity to develop both personally and professionally, and I will always carry forward the valuable lessons learned here.

As I transition out of my role, I am committed to ensuring a seamless handover of my responsibilities and supporting the team in any way I can before my departure. I want to make this transition as smooth as possible for everyone.

Thank you again for the support and trust you've shown me. I look forward to staying in touch and wish the team continued success in the future.

Sincerely,



Noellini Veanne C. Medico, IE