
Hyra Faith Enclunar

3rd Street Felina Village
Tisa Cebu City 6000
+63 945 856 6833
enclunar.h21@gmail.com

September 4, 2024

Karen Kate Lubay

Team Leader, Authorizations Department
iPloy OPC, 9th floor ACCT Bohol Avenue
Cebu City 6000

To iPloy Management:

I hope this letter finds you well. I am writing this letter as an official notice representing my resignation from my position under the Authorizations Department with iPloy, effective immediately as of today, September 04.

I understand that this sudden resignation may cause inconvenience and I apologize for the disruption this may have caused the team. However, my health wasn't at its best for the last 2 months due to my health issue concerning my recurrent tonsillopharyngitis and it is with my best interest to step down from my role in the company to prioritize my treatment and required rest that may result in successive and long absences that is not beneficial to the company. Furthermore, I am planning to pursue my Master's degree sooner which requires my time schedule for work on a regular weekday basis on a morning shift to balance my academic commitments and career.

My time within the company has been meaningful and valuable to me aside that it is my first job, I have created bonds with colleagues that made work-life manageable. It is indeed that the opportunity and experience that has been given to me in this company, with no doubt, helped me acquire important skills and knowledge that will be useful to me in the future.

Thank you so much for your understanding in this matter.

Sincerely,



Hyra Faith Enclunar