

December 16, 2025

iPloy, OPC  
16th Floor, One Montage Building  
Archbishop Reyes Avenue, Brgy. Camputhaw  
Cebu City, Cebu 6000

Dear Ms. Maw,

Please accept this letter as notice of my resignation from my position as Talent Acquisition Specialist at iPloy, OPC, **effective today, December 16, 2025**. In accordance with company policy, I will render a **30-day notice period**, with my last working day on **January 15, 2026**.

I would like to express my sincere gratitude to iPloy for being my first professional home. When I started with little to no background in HR, I was given the opportunity to learn, grow, and develop into a more confident professional over the past 2 years and 5 months. The guidance, trust, and support I received have played a significant role in shaping my career, and for that, I am truly thankful.

At this stage of my journey, I have decided to take on an opportunity that is more aligned with my current professional and personal priorities. This decision follows careful consideration, particularly in light of the personal challenges my family and I have faced over the past year.

Thank you for the encouragement and support you have extended to me throughout my time at iPloy. I am especially grateful to my team, whose support and collaboration made my experience with the company meaningful and positive through both challenges and successes. During my notice period, I remain committed to supporting the team and ensuring continuity in my responsibilities.

I wish iPloy continued growth and success in the years ahead.

Respectfully,



Aenina Lyn Baculo